

Job Description – Corporate Fundraiser (12 Months Fixed Term)

Job Title: Corporate Fundraiser

Reports To: Chief Operating Officer

Location: Oak Tree Farm, Wetheral

Salary: £24,000 - £27,200

Job Type: Part time – 32 hours over 4 days (occasional evenings and weekends as required)

Role Purpose

To develop and grow Oak Tree's income from corporate partnerships by establishing, managing, and nurturing relationships with businesses of all sizes.

The Corporate Fundraiser will identify opportunities for mutually beneficial partnerships, lead campaigns that realise the potential of corporate giving, and embed Oak Tree as a charity of choice within the regional business community.

This role will work closely with colleagues across the fundraising and communications teams to deliver sponsorship opportunities, employee engagement activities, and collaborative campaigns that raise funds and awareness for Oak Tree Animals' Charity.

Main Responsibilities

- Identify, approach, and secure new corporate partnerships and sponsorships.
- Build and maintain strong, long-term relationships with existing business supporters.
- Develop tailored proposals, presentations, and partnership packages.
- Lead creative campaigns to promote the benefits of corporate giving and brand collaboration.
- Work with internal teams to design innovative opportunities for business engagement, including workplace fundraising, payroll giving, and corporate volunteering.
- Deliver excellent account management and stewardship to ensure partners are recognised and valued.
- Represent Oak Tree at networking events, business meetings, and presentations to raise the Charity's profile.

- Collaborate with the Communications team to produce promotional content and joint marketing materials.
- Track and report on income generation, partnership performance, and campaign success.
- Ensure all fundraising activity complies with Fundraising Regulator and GDPR requirements.

Values and Behaviours

- E** Shows pride and excellence in delivery
- E** Demonstrates respect and kindness toward staff, volunteers, and supporters
- E** Works collaboratively across teams and departments
- E** Acts with integrity, transparency, and compassion in all interactions
- E** Proactive, adaptable, and solution-focused
- E** Supports and promotes a positive team culture

Education, Training, Qualifications, and Experience

- E** Proven experience in corporate fundraising, business development, or account management
- E** Strong communication, negotiation, and networking skills
- E** Experience of managing partnerships or income-generating relationships
- E** Confident using Microsoft 365 and fundraising CRM databases
- E** Understanding of GDPR and Fundraising Regulator standards
- D** Experience within the charity or animal welfare sector
- D** Institute of Fundraising qualification or equivalent

Leadership and Management

- E** Excellent organisational and strategic planning skills

- E Confident working independently and taking initiative
 - E Comfortable managing multiple projects in a fast-paced environment
 - E Builds strong collaborative relationships internally and externally
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Animal Welfare Knowledge/Understanding

- E Commitment to the Charity's mission and welfare principles
 - E Understands the importance of ethical fundraising in animal welfare
 - D Awareness of animal welfare sector challenges and opportunities
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Improving & Developing Good Practice

- E Strategic thinker with creative ideas for partnership growth
 - E Evaluates data and insights to improve fundraising performance
 - E Ensures compliance and best practice across all activities
 - E Contributes to innovation and continuous improvement in fundraising
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Personal Qualities and Attributes

- E Friendly, confident communicator who enjoys engaging with people
- E Persuasive, professional, and business-minded approach
- E Positive, enthusiastic, and self-motivated
- E Highly organised with excellent attention to detail
- E Comfortable networking and representing the Charity externally
- E Committed to personal and professional development