

Job Description



Job Title	Funding & Marketing Officer
Location	Nelson's Journey, Bradbury Building - Smiles House, Octagon Business Park, Hospital Road, Little Plumstead, Norwich, NR13 5FH
Reporting to	Funding & Marketing Manager
Hours	Up to Full time (37hrs per week)
Contract	Permanent

Job Purpose

In the first year of the post (or as long as is required), to provide maternity cover as required to deliver the charity's Corporate Funding and Marketing strategies. Beyond this period, an amended Job Description will be provided (following a review involving the post-holder) specifying duties and responsibilities in line with Nelson's Journey's funding and marketing priorities.

Duties and Responsibilities

Maintain and develop successful partnerships with supporters, specifically through promoting donations, sponsorship, fundraising activity and events.

Research, identify and recruit high-value relationships with key funders to support the work undertaken by Nelson's Journey.

Develop and manage PR marketing initiatives and activities.

Grow the corporate fundraising annual income, contributing towards the charity's overall fundraising target

Work to objectives set out within Nelson's Journey's fundraising and marketing strategy documents.

Maintain and develop the existing portfolio of corporate relationships across Norfolk; provide excellent account management to maximise income for Nelson's Journey; and secure the retention of corporate supporters

Identify and secure new corporate partnerships including Charity of the Year and CSR opportunities with particular focus on seeking supporters spread across all of Norfolk.

Assist in securing sponsorship for Nelson's Journey organised events.

Act as an ambassador for Nelson's Journey, representing the Charity at external events, including through attending a variety of networking events and delivering presentations, and attending cheque presentations.

Be responsible for your own administration and efficiently organise your activities

Any other duties reasonably assigned by the Funding and Marketing Manager and Chief Executive Officer.