



## Fundraising and partnerships lead (corporate and grants)

<b>Employer:</b>	Community Rail Network
<b>Salary:</b>	£32,100 - £38,200 p/a (FTE), depending on experience
<b>Days:</b>	Part-time, 3.5 to 4 days (25.9hrs to 29.6hrs) p/w – flexible working patterns available
<b>Benefits:</b>	25 days annual leave plus bank holidays (rising up to 30 days, plus Bank Holidays, in line with long service); pension with employer contribution of 3%; flexi-time working (core hours 10am-3pm); access to Employee Assistance Programme.
<b>Contract type:</b>	Permanent
<b>Location:</b>	Home-based (location flexible, within Great Britain)

We are looking for a motivated, experienced individual to lead our corporate fundraising and partnerships, and help develop our grants income, enabling us to expand our work engaging and empowering communities across Britain. You'll also feed into our advice for members across the community rail movement, to help them develop their approach to fundraising at a grassroots level.

### About us

Community Rail Network is a not-for-profit organisation, working across Britain to support a growing 'community rail' movement. Community rail promotes sustainable and inclusive travel, coordinates volunteering and place-making projects, and brings people together.

Community rail is made up of 75 community-based partnership organisations, 1,300 station friends volunteer groups, and other community-led initiatives around Britain. Their activities range from creative projects for young people, to advising train operators on service improvements, to building travel confidence with families and disabled people, to biodiversity projects at stations, to promoting greener travel and tourism by rail.

Our enthusiastic team of 22 works mainly from home in different locations, but we come together regularly in person and online. We work collaboratively to advise our members, provide training, events and resources, run campaigns, and champion community rail and its insights via decision-makers and the media. We believe in developing our team and supporting everyone to reach their potential while having a good work-life balance.

### About this role

This new role sits within our People & Funding team, aiming to support income growth and diversification, and resilience across the community rail movement. It's an exciting opportunity to join a proactive, innovative organisation championing a unique cause, and advance your fundraising career.

The role does not have any direct reports but will work closely with our senior leadership team, events & fundraising manager and member support team, in support of our funding strategy and objectives.

## Main responsibilities

- Provide account management to existing and new corporate relationships, nurturing effective, lasting relationships that help community rail to deliver on its aims around community development, sustainable travel, and inclusion.
- Carry out prospect research to identify new corporate supporters and relevant grant streams, and be proactive in developing new leads and connections.
- Liaise with, listen and pitch to existing and new funding leads to: understand our common interests and opportunities for working together to benefit community rail; convey the value they can derive from working with us or upping their support; and secure their ongoing commitment.
- Explore and develop joint grant bids by liaising with colleagues, our members and potential external partners to support grant applications that align with our strategic aims.
- Work cross-team and draw on member and partner insights to understand key funding needs and opportunities and create strong funding proposals and budgets in support of these.
- Work closely with the director of people and funding to develop our funding strategy and achieve success against our funding objectives.
- Help to build a strong fundraising culture and ethos across the organisation, and wider community rail movement, including feeding expert advice and input into our member support team, training and events.
- Participate and contribute to our wider work, in particular helping us to use key events and campaigns such as our Community Rail Awards, to support fundraising.
- Develop, monitor and maintain key systems and processes, such as effective funder reporting and review meetings, and monitoring and reporting on fundraising KPIs.

## Skills, competencies and experience

1. Skills and experience in third sector fundraising, preferably including corporate fundraising, funder reporting and grants, along with a broad understanding of the full fundraising mix and confidence in identifying and developing new opportunities.
2. A demonstrable proactive approach to engaging with new and existing funders to set up and continually develop lasting relationships that support a cause.
3. Ability to prepare high-quality funding proposals/grant applications and reports, adapting the communication style for different audiences and stakeholders to maximise impact.
4. A skilled communicator (verbal and written) who can gather information and enthuse individuals both internally and externally.
5. The ability to effectively manage multiple and competing priorities to meet deadlines.
6. Appreciation of and commitment to community development, empowerment and sustainability, and the value of community engagement in relation to transport.
7. Excellent organisational skills with firm understanding of KPIs, targets, budgeting, and risk mitigation plans.
8. Proactive, positive and self-motivated, able to work on own initiative and inspire and enthuse others, and overcome hurdles to achieve results.
9. IT literate with a good working knowledge of Microsoft Office, the internet and social media.

## Other information

This post is home-based, but with some travel (including occasional overnight stays) for team meetings, events and external meetings. This is a permanent position and includes a probationary period of three months from the date of appointment. Successful applicants will need to provide proof that they have the right to work in the UK and provide two references.

We are committed to being a flexible, supportive and understanding employer.

## Application Instructions

Please provide your CV and a covering letter of up to two sides of A4, by **Sunday 7 July 2024 (23:59)**, summarising, with evidence, how you match the role specification and why you are interested in this position. Please include a daytime phone number and an email address and identify your notice period and salary expectation in your cover letter. Due to limited resources, we cannot provide feedback to candidates not invited to interview.

Interviews are provisionally scheduled for **Tuesday 16 July 2024**, although we are actively interviewing and may recruit before this date.

Community Rail Network is an equal opportunities employer.