**Partnership and Fundraising Officer**

**Job objectives**

* Generate funds from the private sector to meet challenging income targets.
* Secure Charity of the year applications, sponsorship, events and general donations.
* Develop a long term strategy for corporate giving and pro bono support.
* Develop online giving, including passive giving, and utilize platforms such as eBay to maximize income to the charity from donations.
* Provide high standards of relationship management to new corporate partners and existing supporters.
* Recruit, co-ordinate and support a team of volunteers.
* Identify new sources of corporate funding and secure new business development meetings with potential partners, supporters and sponsors.
* Build strong relationships with potential future partners, supporters or sponsors ensuring meetings are followed up and opportunities to secure new support are maximized.
* Devise and utilize appropriate written agreements where appropriate.
* Create compelling proposals and presentations to enable partnership opportunities.
* Ensure all approaches to the corporate sector are tracked consistently through effective administration using appropriate tools to do so.
* Develop and produce appropriate processes and procedures to ensure a full record of all activity is captured effectively.
* Plan and deliver high quality community events to raise funds.
* Reach a range of audiences through a variety of different communications channels including social media.
* Continue to raise the profile of MySight York by networking at appropriate events and secure new introductions.
* Monitor corporate responsibility issues in the media and keep up to date with professional fundraising associations and organisations.
* Explore opportunities to develop and expand the role.
* Act as an ambassador for MySight York always representing the charity in a professional manner.

**Person Specification**

**Experience**

* Demonstrable experience of being creative and energetic with a proven ability to work with a diverse range of people.
* Ability to manage a number of senior and diverse external relationships.
* Experience of achieving financial targets and keeping accurate financial records
* Experience in writing and delivering presentations and speeches to a variety of audiences.

**Skills and knowledge**

* Clear understanding of the importance of the role of fundraising within the charity sector.
* Ability to work on own initiative and as part of a multi-disciplinary team.
* Ability to understand the strategic aims of the organization
* Strong computer skills and experience of social media
* Excellent time management skills with the ability to manage competing demands.

**Personal attributes**

* Highly motivated and resilient
* Positive and proactive approach to all tasks
* Self-motivated and ability to motivate others
* A creative thinker and quick to respond to opportunities

**Other**

* Sensitivity to the needs of people with sight loss
* Flexibility and a willingness to work evenings and weekends when appropriate.
* Driver with the use of own vehicle

MySight York is a local organization supporting anyone affected by sight loss.

Our services enable people to make confident choices about all aspects of their lives.

Our vision is of a world where everyone with sight loss can live well.

We provide a wide range of services and activities and this role is key to ensure we increase our income to enable us to support anyone who needs us.