



# Corporate Giving Advisor Job Description

**Are you a creative self-starter and a skilled communicator who sets high personal expectations and continues to deliver against them? Can you translate a vision into an operational plan? Do you learn quickly and relish a challenge? If so, you might just have found your dream job.**

**£36,000-40,000** (dependent on experience) and other benefits

**Full-time**

**Reporting to:** Chief Executive

**Based at:** Norfolk Community Foundation offices, Norwich

We are very excited to have created this new role within our organisation and the only limits to its success are the ones you might impose yourself. **Are you ready to change the world on your doorstep?**

The Corporate Giving Advisor will build on Norfolk Community Foundation's (NCF) experience of working with local businesses to drive forward corporate giving in Norfolk.

## Background to the role

Since our inception nearly 20 years ago, NCF have worked with local businesses wanting to fund community activity primarily through dedicated grant programmes. In 2018 working in partnership with the Directors of ProHelp CIC, NCF built on our funding offer to include the opportunity for businesses to give their

professional time to support local charities through us. ProHelp is now fully embedded within our Programmes offer and delivers a vital part of the support we offer local communities. It is backed by nearly 70 local businesses and delivers around £250,000 of professional time to charities every year.

There are two distinct changes taking place across Norfolk that tell us now is the time to expand our resources to focus on growing our business partnerships. The current economic climate is leading to greater daily need in our communities, as well as a growing business interest in making and being seen to make a contribution to local communities, but not knowing where to begin.

## Vision for the role

NCF will build a network of Norfolk businesses aspiring to 'do good' in their local community. We will be the start point for any business wanting to support their local community regardless of their size or scale with a meaningful way to offer funding, give staff time or share business assets (such as buildings, transport, etc).

## Reporting/team role

This role reports to the Chief Executive and is part of the Giving Team. Each member of the Giving Team has a dedicated area of focus incorporating relationships with Professional Advisors, private donors and statutory partners. In addition, this role will work alongside and be in regular communication with key business sponsors who are helping NCF to shape this offer.

## Main tasks and responsibilities

### Year one

#### Develop and refine the NCF corporate giving offer

- Working with NCF team, lead the evaluation of the current NCF business offer through interviewing existing and prospective partners to understand opportunities and aspirations of business engagement.
- Define the mechanism that offers clear and simple ways to engage for businesses and for NCF to manage efficiently.

#### Programme Launch

- Working as part of a creative team, support the brand and messaging of the business programme and what it offers.
- Establish and attend launch events to communicate the programme and inspire wider engagement.

#### Business Engagement Plan

- Develop and begin to execute a plan to increase engagement with partners so that NCF are engaged in ongoing conversations with prospective businesses and 'up selling' engagement in those organisations we are already working with.

#### Impact and Evaluation

- Design and implement mechanisms to regularly record the activity and tell the story of the impact of both individual businesses and the overall programme successes.

#### Representing NCF

- As a critical member of the wider Giving Team, attend external events to promote the wider work of NCF.

### Year 2 and beyond

As this is a newly created role the scale of future activity is unknown. You will be involved in establishing the future of the programme. This will include working with the CEO to establish meaningful measures for business participation and delivering activity against those measure.

### Person specification

#### You will:

- Be articulate and inspiring communicator able to make the complex idea accessible to all.
- Have experience in translating a vision into an operational plan
- Be happy to lead from the front but able to actively listen and 'hear' potential opportunities and challenges and respond with appropriate opportunities.
- Be quick to learn and naturally inquisitive to find out more.
- Be an energetic self-starter able to work at pace both within a team and when operating alone.
- Be able to think on your feet and take action whilst understanding the importance of existing protocols and procedures.
- Have an understanding and experience of working in a partnerships for greater effect.
- Have knowledge of community groups and charities or keen interest and willingness to learn.

### How to apply

Please send your CV and covering letter, including your current remuneration, to Karen Hutchinson at [karenhutchinson@norfolkfoundation.com](mailto:karenhutchinson@norfolkfoundation.com)

**Closing date:** Friday 20th October 2023 with interviews to take place w/c 6th November.



### Find out more or get in touch

 [www.norfolkfoundation.com](http://www.norfolkfoundation.com)

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