

Job Description & Person Specification

Position: Senior Corporate Fundraiser

Reports To: Head of Events & Sponsorship

Levelling Framework: 5B

Contract: Permanent

Hours Per week: 35 hours per week

Works closely with: Events & Sponsorship team, Donor Engagement team, Head of Data & Insights and Data team, Marketing colleagues, service colleagues, event committees, honorary chairs, senior volunteers and corporate supporters

Our Values and Behaviours

To act in accordance with “Our Values and Behaviours” at all times when delivering your role, ensuring that “Kindness”, “Respect”, “Belonging”, and “Empowerment” are fundamental to your behaviour.



Policies and Procedures

In addition to undertaking the accountabilities as outlined below, the post holder will be expected to fully adhere to all Norwood policies and procedures which are referenced in the employment contract and Norwood's intranet.

Role Summary

The Senior Corporate Fundraiser is responsible for developing and managing Norwood's corporate fundraising and sponsorship activity, with a primary focus on event sponsorship and the growth of longer-term corporate partnerships.

This role combines income delivery with relationship development, identifying opportunities to engage corporate supporters through sponsorship, charity of the year partnerships, employee fundraising, and strategic collaboration.

Working closely with the Events & Sponsorship and Donor Engagement teams, the postholder ensures corporate relationships are well managed, aligned with Norwood's priorities, and developed beyond one-off transactions wherever possible.

Key Accountabilities

Specific objectives, KPIs and priorities will be agreed through annual planning, line management and performance review processes, in line with the fundraising strategy and organisational priorities.

Corporate Sponsorship & Events

- Secure and manage corporate sponsorship for Norwood's events and activities.
- Develop sponsorship packages and proposals aligned to corporate interests and Norwood's objectives.

- Build and steward relationships with corporate sponsors to encourage repeat and increased support.
- Work with the Events team to ensure sponsors receive high-quality recognition, engagement, and event experience.

Corporate Partnerships & Growth

- Identify and develop new corporate fundraising opportunities, including charity of the year partnerships and employee engagement programmes.
- Manage a portfolio of corporate supporters, delivering agreed income targets.
- Explore opportunities for longer-term strategic partnerships beyond events.

Relationship Management & Stewardship

- Act as the primary relationship manager for assigned corporate supporters.
- Ensure high-quality stewardship, reporting, and communication with corporate partners.
- Identify opportunities to deepen engagement through volunteering, events, and wider fundraising activity.

Collaboration & Fundraising Integration

- Work closely with the Donor Engagement team to identify corporate contacts with potential for individual giving, major donor engagement, or community involvement.
- Support event planning by contributing to sponsor targeting, corporate guest recruitment, and committee engagement where appropriate.
- Work with event committees, honorary chairs and senior volunteers where relevant to identify, cultivate and steward corporate sponsorship and partnership opportunities.
- Collaborate with the Events Coordinator (Challenges) and wider Events team to identify and recruit corporate participants for challenge events.
- Share insight and intelligence across teams to support joined-up donor and supporter journeys.

Data, Reporting & Compliance

- Work with Data & Insights colleagues to ensure corporate income and sponsorship information is recorded in line with agreed processes.

Professional Development, Networking & Team Contribution

- Actively represent Norwood externally through networking events, community activities, sector forums and stakeholder engagement, where relevant to the role.
- Develop professional, sector and community knowledge through peer learning, collaboration with colleagues and other charities, service engagement, and continuous development of fundraising best practice.
- Attend and support relevant Norwood fundraising events and activities where required and proportionate to the role, using these opportunities to strengthen relationships with donors, funders, supporters and stakeholders.
- Work flexibly around key events and activities outside standard hours, with time off in lieu provided in line with organisational policy.
- Contribute positively to team planning, shared objectives and a collaborative “one team” culture across fundraising.
- Ensure all fundraising activity complies with the Code of Fundraising Practice, GDPR and Norwood policies.
- Maintain high standards of donor care, professionalism and confidentiality.
- Act as an ambassador for Norwood and its services.

Person Specification

	Essential	Desirable	Evidence
Qualification(s)	GCSE Maths and English (or equivalent) or evidence of ongoing professional development.	Educated to degree level or able to demonstrate equivalent experience gained in previous roles.	Cover Letter / CV / Onboarding
Experience	Experience in corporate fundraising, partnerships, sponsorship, or business development. Strong relationship management and negotiation skills. Experience delivering income or revenue targets.	Experience managing event sponsorship. Experience developing longer-term corporate partnerships.	CV / Interview / Onboarding
Knowledge & Training	Familiarity with fundraising databases or CRM systems.	Awareness of the Jewish community	Cover Letter / CV / Interview
Personal Qualities & Attributes	Proactive, confident, and relationship-focused. Commercially aware and opportunity-driven. Organised and target-focused. Strong alignment with Norwood's mission and values. Confident communicator able to represent Norwood professionally.	-	Cover Letter / CV / Interview

All roles require a DBS check and satisfactory clearance under Norwood's safer recruitment policies. We are committed to safeguarding the wellbeing of our people and maintaining a respectful, safe environment.

This job description is not exhaustive and may be updated as accountabilities evolve.

