



JOB DESCRIPTION

ROLE TITLE:	Corporate Fundraiser		
REPORTING TO:	Fundraising and Marketing Manager		
LOCATION:	Home-based	HOURS:	21 hours per week
SALARY:	£32,235 FTE (pro rata salary: £18,803.75 for 21 hours per week, £17.22 per hour)		
DIRECT REPORTS:	None		
CLOSING DATE:	Sunday, 28 th June 2026	INTERVIEW DATE:	Friday, 17 th July 2026

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Spelthorne Family Centres**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through **Steps2Work Wellbeing** and our nurture through nature programme at **Gateway and Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Community Group** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

This post sits within our Fundraising & Marketing team and is responsible for building the corporate fundraising function, working closely with the Fundraising and Marketing Manager to grow unrestricted and restricted income from businesses across Surrey and the South East.

Our Vision

We are the local charity working with volunteers, to make Surrey a place where vulnerable people have the opportunities, skills and support they need to achieve their potential.

Our Mission

We are breaking the Cycle of Disadvantage in Surrey by equipping vulnerable people with the skills and confidence they need to change their lives, and their futures.

Duties and Responsibilities

- Lead on the development and implementation of Surrey Care Trust’s corporate fundraising strategy, working in collaboration with the Fundraising and Marketing Manager and Fundraising Reference Group
- Research, identify and cultivate prospective corporate donors and partners, managing a pipeline from initial contact through to agreement
- Develop and deliver compelling funding proposals (including applications to corporate charitable giving vehicles), pitch presentations, and sponsorship packages tailored to each prospect and based on organisational need
- Work towards agreed annual targets, reporting on progress to the Fundraising and Marketing Manager
- Steward existing corporate partners through timely impact reporting, case studies, and thank-you communications, retaining and growing their support over time
- Represent Surrey Care Trust at business networking events and other relevant forums across Surrey
- Identify and pursue Charity of the Year opportunities, payroll giving schemes, matched giving programmes, and corporate challenge events
- Work closely with the communications team to produce engaging materials and liaise with service delivery colleagues to gather beneficiary stories and evidence of impact
- Maintain accurate and up-to-date records on the charity’s CRM system and contribute to wider fundraising team planning
- Supporting the wider fundraising and marketing efforts of the team and Trust

Person Specification

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
No specific qualification required; relevant degree or fundraising qualification (e.g. IoF Certificate) is advantageous	Degree in a relevant field or professional fundraising qualification (e.g. IoF)
Relevant Experience	
Proven experience in corporate fundraising, business development, or account management	Experience in a small or medium-sized charity
Demonstrable track record of securing income/business from new and existing relationships	Knowledge of the Surrey business community and existing networks in the region
Experience of working to and meeting financial income targets	Experience running corporate events or challenge fundraising activities
Knowledge	
Understanding of corporate social responsibility (CSR) trends and how businesses approach charitable giving	Familiarity with charity sector regulation and Fundraising Regulator Code of Practice
Knowledge of the corporate fundraising landscape including Charity of the Year partnerships, payroll giving, and matched giving	Understanding of GDPR as it applies to donor data and prospect research
Ability to research, identify, and manage a portfolio of prospective corporate partners across a range of sectors	

Skills and Expertise	
Excellent written communication skills, including compelling funding proposals and impact reports	Experience of CRM systems such as Salesforce or Raiser's Edge
Strong interpersonal skills with confidence networking and building relationships at senior level	Experience of developing or contributing to a fundraising strategy
Self-motivated and highly organised, able to manage a varied workload independently and from home	
Genuine commitment to Surrey Care Trust's mission and values	

This role is home-based. The postholder will be expected to travel across the region of the Trust's service delivery, and occasionally beyond, for networking events, meetings with corporate partners, and team meetings. A DBS check is not required for this role.

Health & Safety

All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.

General

This job description is not an exhaustive list of duties, but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities with the Trust.

To arrange an initial discussion about this role please contact [Rachel Perez-Lofty](mailto:rachel.perez-lofty@surreycaretrust.org.uk) at rachel.perez-lofty@surreycaretrust.org.uk

**To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk
– Closing date for applications is **Sunday, 28th June, 2026****