**Job Description**

**Post:** High Value Relationship Exec

**Reports To:** High Value Lead

**Hours:** 37 hours per week

**Location:** Hybrid (3 days per week in our London office)

**Our belief**

RSBC believes that every blind young person should have the chance to live life without limits.

By giving young people the essential skills to take control of their life, they can unleash their true potential.

**Our success depends on our values**

Underpinning all of RSBC’s work are values embedded in trust and excellence.

**TRUST:** Respect and accountability

**ENERGY**: Straight talking and constantly learning

**AMBITION:** Confronting reality and driving results

**MOTIVATION:** Vision impaired children and young people are our number one priority, and we look for solutions, not problems

**Primary Objectives**

This role is responsible for winning new business, developing relationships and providing first-class stewardship and account management across a mixed high-value portfolio of grant-makers, funders and donors.

Working alongside the Head of Relationship Fundraising, the High Value Lead and the Community & Events Fundraising Manager, you will form part of a core team that is on a mission to take RSBC’s relationship fundraising to the next level; supporting RSBC’s income generation growth.

**Key Tasks and Main Duties**

Relationship Fundraising

1. Work closely with the High Value Lead to develop plans for account management and new business across your portfolio
2. Drive targeted asks to support RSBC’s strategic goals and objectives
3. Provide first-class customer service, ensuring RSBC high-value supporters feel connected, recognised and valued; producing high-quality bespoke reports and updates to effectively demonstrate the impact of their funding
4. In collaboration with the wider External Affairs team, develop compelling cases for support and support the testing of new approaches
5. Proactively and creatively identify high-value opportunities and manage them through from start to finish, working with colleagues across the charity
6. Work closely and collaboratively with service delivery and support teams to ensure close detailed knowledge of the organisation’s activities, outcomes and impact to translate into compelling asks

General

1. Work to monthly and quarterly activity targets, to be agreed collaboratively with the Head of Relationship Fundraising and High Value Lead to deliver the overall fundraising budget
2. Ensure information is accurate, easily accessible, securely in line with GDPR and correctly recorded on the CRM database
3. Keep abreast of industry-wide information in the charity sector, and the challenges and barriers that are impacting children, young people and families
4. Carry out all duties and responsibilities in line with organisational policy, the fundraising regulator’s Code of Practice, the law, and other best practice guidelines
5. Ensure compliance with safeguarding policies and legislation and protect the welfare of service users and all other children and young people/vulnerable adults that have contact with the organisation
6. Ensure equality and diversity principles are embedded in all activities
7. Any other duties as required

**Person specification – qualification, skills, experience, and abilities**

**Qualifications**

Possess a degree or qualified by experience in proven ability of achieving a high level of annual fundraising income.

**Essential Skills**

* Experience of writing compelling and effective proposals for funding; working to an agreed individual annual income target of no less than £200K p.a.
* Thrives on working proactively to spot opportunities and see them through
* Strong interpersonal skills; able to build warm, genuine and trusting relationships internally and externally and confident and capable of managing donor relationships
* A clear communicator; articulate; exceptional copywriting skills
* Enjoys working with pace and urgency, while maintaining quality and offering great customer service
* Excellent knowledge of the high value funder landscape
* Proven ability of achieving high level income targets, including a significant number of 5-figure asks and repeat funding from a range of donors and funders
* Excellent organisational and prioritisation skills
* Ability to monitor pipeline, gauge success rates, and address funding gaps in a timely manner

**Desirable Skills**

* Experience in vision-impairment and/or children’s causes
* Working knowledge of CRM databases and reporting