

IntoUniversity

Fundraising Officer (Corporate Partnerships)

April 2025



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive Officer
& Co-Founder

My name is Rachel Carr and I am the founder and CEO of IntoUniversity.

We're an award-winning charity running local learning centres in the heart of the communities where the young people we support live. Our centres provide a high impact education programme which includes practical learning support, pastoral care, and motivational and confidence-building activities for young people aged 7-18. Our aim is to enable students from the least advantaged neighbourhoods to realise their ambitions and achieve their wonderful potential.

As the UK's leading university access organisation, our staff team is helping 56,000 young people each year at its 45 learning centres and extension projects across England and Scotland, and we plan to scale-up our provision to 50 centres over the coming years.

We are looking for a Fundraising Officer (Corporate Partnerships) to join our exceptional, talented and successful fundraising team, all of whom have a **genuine passion and enthusiasm** for our mission to support young people achieve their ambitions.

We have a fantastic and diverse range of supportive corporate partners - from large international organisations to small companies working in local communities. As part of the corporate fundraising team, you will play a **key and varied role in growing and stewarding these partnerships** - ranging from taking responsibility for your own portfolio of corporate supporters through to contributing to funding bids, engaging volunteers and organising student visits.

We welcome applications from candidates who are either excited to be seeking their first role or who have existing experience in the charity fundraising sector. You will be looking to develop your transferable skills in people management and engagement or build on your existing experience and talents in effective bespoke, compassionate partnership solicitation and stewardship or key skills in volunteer engagement planning.

As a charity with social mobility as its core objective, IntoUniversity is wholly committed to equality of opportunity. We work with children and young people from a diverse range of backgrounds, and we believe that our staff team should be similarly diverse and representative.

The more inclusive we are, the better our work will be, and we recognise that we have much more to do in this regard. We are committed to building a culture where students, staff and volunteers are valued for the unique people they are. We therefore encourage applications from candidates from as wide a range as possible of ethnic, cultural and social backgrounds. In particular, we actively and warmly welcome applications from Black, Asian and minority ethnic candidates, male candidates and candidates with a disability as they are currently under-represented within IntoUniversity.

If you believe that all young people deserve the chance to develop their talents regardless of their background and want to play a part in helping them succeed, then we would be delighted to hear from you.

Thank you very much for your interest and I look forward to receiving your application.

Rachel Carr

The role at a glance



The role at a glance

Contract

Full-time, permanent

Start date

As soon as possible, as agreed with candidate

Working hours

09.00 - 17.30

We are a delivery organisation providing frontline educational services for young people. We are an organisation with team members at different stages of their career, including many in their first roles: We are committed to nurturing talent and providing a developmental culture for all. Our team works in-person 4 days per week with 1 day working from home.

Location

The role would be based at our Head Office in London.

Salary

£30,000 (for candidates with no/ limited fundraising experience) up to £32,400 (for a more experienced candidate)

Salary includes London contribution of £2,600

Annual leave

33 days (inc bank & public holidays) + 3 closure days (two in December and one in July) + additional length of service entitlement (one day per year of service, up to 5 days)

Staff benefits

- Employer pension contributions of 6% (and up to 8% after two years)
- Year round 'early finish' Fridays at 4.30pm
- Summer working hours (finish at 1pm on Fridays for six weeks in the summer), pro-rated for staff joining after January in the same year
- Employee Assistance Programme including access to wellbeing and legal support
- Life Assurance scheme with Aviva including SmartHealth service with access to 24/7 online GP appointments
- Interest-free new starter loans of up to £1,000
- Cycle to Work Scheme and Travelcard Loan Scheme
- Enhanced maternity, paternity, shared parental and adoption pay and sick pay allowances
- Staff in FOCUS – rewards, competitions and prizes across the year

Key Dates

Application deadline

9am Wednesday
7th May 2025

Interview Day (in-person)

16th May 2025

Please ensure that
you are available on
this date.

The main duties of the role



What will my main duties be?

Job Purpose

You will work collaboratively with the team to manage and grow **Into**University's expanding and diverse range of corporate supporters across different income and engagement levels, sectors and geographical locations. With full training and support you will also take the lead in maintaining and building your own portfolio of corporate partners.

Key responsibilities

- Developing and sustaining meaningful relationships with existing corporate donors, ensuring they feel well-supported and part of a mutually beneficial partnership
- Providing excellent, proactive communication and engagement for partners and volunteers, motivating them and showing our ongoing appreciation and thanks for their crucial support
- Monitoring grants/agreements to ensure compliance with all agreed outputs, milestones and targets as well as providing compelling and timely reporting of progress and achievements; ensuring our database records are up to date
- Working with colleagues on the corporates team (and liaising with frontline teams) to plan, develop and oversee the successful management of volunteering and engagement activities for **Into**University's corporate partners

- Working with the fundraising team to research and evaluate new funding opportunities across a variety of high-need locations, sectors and giving capacities, and supporting with funding applications and bids
- Organising and attending (typically with senior members of the fundraising or management teams) meetings, presentations and/or centre visits with current and prospect corporate partners, preparing documentation and supporting with follow-up actions.
- Preparing high-quality, nuanced and persuasive presentations and other fundraising and engagement materials as needed, working with colleagues to gather financial and impact data for applications and reports
- Supporting the wider fundraising team as needed, for example with any fundraising events and visits
- Undertaking any task that may be requested from time to time that may be consistent with the nature and scope of this post
- Maintaining the ethos and values of the charity and positively promoting the work and activities of the charity at all times
- Championing diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities

**Who are we
looking for?**



Who are we looking for?

We are looking for people who can demonstrate our values: **Talent, Quality, Compassion, Aspiration and Teamwork.**

Talent:

At **IntoUniversity**, we value and recognise the talent of every person.

Are you someone who has exceptional interpersonal and written communication skills? We need Fundraising Officers who can communicate effectively with a broad range of people – from young people on our programme to senior leaders at corporate partners, members of the local community and our trustees. You will have the ability to research, analyse and present information clearly and accurately.

Quality:

At **IntoUniversity**, we complete everything to the highest possible standard

Are you someone who is highly resourceful with excellent attention to detail? You will take pride in being extremely efficient and very well organised, and display excellent time-management skills. You will be able to work effectively under pressure and produce high-quality work against tight deadlines.

Compassion:

At **IntoUniversity**, we practise pastoral, long-term care

Do you have a genuine passion for the mission and values of our charity? We work to transform the landscape of Higher Education in the UK; we can only achieve this by forging genuine relationships with funding partners and ensuring they are clear on the need and impact of our work. You will support fully the ethos and values of the charity and demonstrate commitment to taking a full and active part in the life of **IntoUniversity**.

Aspiration:

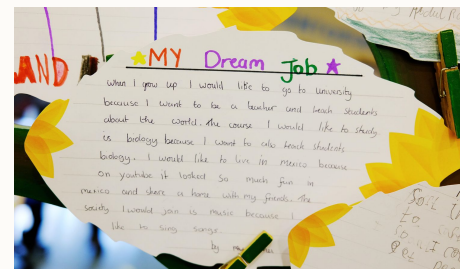
At **IntoUniversity**, we behave aspirationally and positively

Are you someone who has a positive outlook? You will be someone who actively seeks solutions to problems and uses initiative. You will be ambitious for yourself, the charity and the young people we serve, seeking to innovate and improve wherever possible. You will be self-motivated and have the ability to work flexibly.

Teamwork:

At **IntoUniversity**, we promote teamwork and togetherness

Are you excited at the prospect of working within a supportive team environment? We need team members who will support others to succeed and who will be committed to building an inclusive culture in which everyone is valued for the unique people they are. You will be prepared to roll up your sleeves as part of a small team and be highly-motivated to work within our successful fundraising team to achieve ambitious targets



Eligibility for the role

In order to be eligible for the role, applicants must be able to demonstrate they have:

- The qualities shown on the previous 'Who are we looking for' slide
- Excellent Microsoft Office skills (essential), and experience of databases (desirable)
- Successful experience of engaging with stakeholders (whether in an existing fundraising role, or in another paid or voluntary capacity) including building rapport quickly and resolving complex issues effectively and efficiently
- The ability to respond pragmatically, thoughtfully and quickly to changing circumstances
- Experience of self-starting and initiating projects and bringing them to a successful conclusion

Applicants must also:

- Have completed - or are predicted to complete - an undergraduate degree to a 2.2 or higher.
- Have the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).

Safer recruitment

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check if selected for this role in England, and to a PVG scheme membership check if selected for this role in Scotland.

The charity's policy on the recruitment of ex-offenders can be found [here](#), and you can find full details of DBS's code of practice [here](#) and full details of Disclosure Scotland's code of practice [here](#). You can also find our Safeguarding Policy [here](#).



Training

What training will I receive?

You will begin with a blend of formal induction training and on-the-job training when you take up the role in order to learn everything you need to prepare you for your new job.

Appointees will take part in further training in summer 2025 alongside new members of our programme delivery team.

During your employment you will also take part in our Leadership Exploration and Development Programme (LEaD), where you will receive further training on how to set and achieve meaningful goals for personal and professional growth, as well as further examining our values and your role in the wider organisation and having the opportunity to consider and develop your own leadership profile.

There will be further professional development opportunities specific to your role



Application and selection process



Application process

What is the selection process?

1. Application Submission

Please complete your application [here](#) where you'll be asked to upload your CV, a Covering Letter and answer some questions related to our values, before **9am Wednesday 7th May 2025**.

2. Application review

The shortlisting panel will then review your application to ensure your qualifications and experience align with the role and your values align with our charity.

3. Interview (in-person)

We will invite shortlisted candidates to attend interviews with members of our management team. We will also ask you to complete a short exercise to assess your skills and competencies for this role.

This is scheduled to take place on **Friday 16th May 2025**.

We will also be in touch with candidates who are not shortlisted to let them know.

4. Outcomes

After the final interview, we will contact the successful candidate with an offer, and will offer feedback to candidates who have attended the interview and are not successful.

Use of AI

At **Into**University, we might use technology to help us to manage the recruitment process, but we don't make decisions based on artificial intelligence (AI). We have a human approach to hiring and all applications are reviewed and assessed by our team.

Similarly, we recognise that AI can be a useful tool to support you when you're applying for a job, but what we are most interested in is hearing about is **your** individual motivation, experience, skills and values, so please be yourself!

There are ways that AI can be really helpful - for example, you might choose to use it to proofread your application, including checking for spelling mistakes or helping with formatting.

There are also some pitfalls to avoid when using AI. To ensure that your application stands out, avoid standard AI answers, and make sure that your responses reflect your own thoughts and experiences. For example, we'd strongly suggest that you don't ask AI to answer why you want to work for **Into**University - the AI software doesn't know what motivates you. We want to hear from you!

And of course, we have no expectation for candidates to use AI - if you'd prefer not to use AI at all, that's absolutely fine.

Accessibility and adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible.

If you require a different format to submit your application, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at jobs@intouniversity.org or call 0207 243 0242 and ask to speak to a member of the HR Team.

For further information on accessibility and adjustments during our recruitment process, and our commitments as a Disability Confident Committed Employer, please visit the Accessibility FAQs page on our website at <https://intouniversity.org/content/accessibility>



Get in touch

If you would like to find out more
please visit our website www.intouniversity.org,
call us on **020 7243 0242**
or email jobs@intouniversity.org

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