



Corporate Partnerships & Major Donor Fundraising Executive

Location: Hybrid working available with organisational offices in Belfast and Newry.

Reports to: Head of Fundraising

Remuneration Package: £25,000–£35,000 (dependent on experience), People's Pension Contribution.

Contract: Permanent, Full-Time 37.5 hrs/week

About the USPCA

The Ulster Society for the Prevention of Cruelty to Animals (USPCA) is Northern Ireland's leading animal welfare charity. For over 180 years, we have worked to protect animals, prevent cruelty, relieve suffering, and promote kindness across our communities.

Our ability to deliver vital rescue, rehabilitation, education, and prevention services depends on building strong partnerships with individuals and businesses who share our vision. By joining the USPCA's growing fundraising team, you will play a central role in generating the resources that make this impact possible.

Role Purpose

As Corporate Partnerships & Major Donor Fundraising Executive, you will work collaboratively with the Head of Fundraising to contribute to the development and delivery of high-value fundraising activity, cultivating meaningful partnerships with businesses and major individual donors.

You will proactively create compelling propositions for local, national and international companies to partner with the USPCA, securing both new income opportunities and supporting CSR plans. Manage existing relationships, and deliver against ambitious financial targets that contribute to mutually beneficial relationships which supports the USPCA's overall fundraising growth.

This role requires a confident and commercially minded relationship builder who combines strategic insight with strong communication and negotiation skills, and who is motivated by achieving measurable results for a meaningful cause.

Key Responsibilities

Corporate/SME Partnerships

- Contribute to the development and implement a structured corporate/SME fundraising plan to achieve annual income targets set by the Head of Fundraising.
- Identify, research, and approach prospective corporate/SME partners aligned with USPCA's mission to promote mutually beneficial relationships.
- Secure sponsorships, charity of the year partnerships, and cause-related marketing initiatives.
- Create compelling partnership proposals, presentations, and impact reports that demonstrate value and return on investment.
- Manage existing corporate/SME relationships, ensuring mutual benefit, visibility, and long-term engagement.

Major Donor Fundraising

- Identify, research, and cultivate relationships with high-net-worth individuals and philanthropic supporters.
- Develop personalised stewardship plans to deepen engagement and increase long-term giving.
- Support the Head of Fundraising and senior leaders in donor engagement, events, and relationship management.
- Maintain accurate donor records and produce timely communications, acknowledgements, and impact updates.

Income Management & Reporting

- Deliver against an agreed fundraising budget and financial targets, ensuring growth in corporate/SME and major donor income.
- Monitor and report on performance, providing accurate income forecasts and progress updates.
- Ensure all financial transactions, Gift Aid, and acknowledgements are processed accurately and on time.

- Maintain meticulous records using the USPCA CRM system to support compliance and analysis.
- Contribute to the development of annual budgets and business plans within the fundraising directorate.

Events & Networking

- Represent the USPCA at networking events, partnership meetings, and corporate functions.
- Contribute to the planning and delivery of high-value donor and partnership events.
- Identify opportunities for visibility, collaboration, and advocacy across the corporate and donor landscape.
- Proactively time manages and self to respond to fundraising opportunities which may be outside normal working hours and weekends.
- Required to participate in an on-call rota and act up in the absence of the Head of Fundraising.

Compliance & Governance

- Ensure all activity complies with the Fundraising Regulator's Code of Practice, GDPR, and charity law.
- Uphold the highest standards of professionalism, transparency, and ethical fundraising.
- Ensure all company policies and procedures are followed.
- Undertake regular performance reviews with the Head of Fundraising identifying and developmental and training needs.

Person Specification

Essential Requirements

Qualifications

- Degree or equivalent professional qualification.
- Evidence of continuous professional development.

Experience

- Minimum 3 years' experience in corporate partnerships, business development, or major donor fundraising.
- Proven track record of achieving financial targets and delivering measurable fundraising results.
- Experience developing and managing income-generating relationships.
- Excellent communication, presentation, and negotiation skills.
- Strong commercial awareness and ability to identify and convert opportunities.
- Experience producing financial reports and income forecasts.
- Experience of developing new CRM systems to monitor performance and provide accurate data. Competent use of Microsoft packages.

Personal Qualities

- Entrepreneurial, proactive, and results-focused.
- Excellent relationship builder with strong influencing skills.
- Confident communicator with a professional and engaging approach.
- Highly organised, detail-oriented, and self-motivated.
- Collaborative team player with integrity and commitment to USPCA's values.

Desirable

- Experience working in animal welfare, environmental, or social impact sectors.
- Membership of the Chartered Institute of Fundraising (CIOF).

Other Requirements

- Full UK driving licence and access to transport.
- Flexibility to attend events and meetings outside standard working hours.
- Commitment to ongoing professional development and the USPCA's mission.