

## Role Description

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| <b>Role Title:</b> | <b>Corporate Partnerships and Pipeline Volunteer</b> |
| <b>Department:</b> | Fundraising                                          |
| <b>Reports to:</b> | Head of Fundraising                                  |
| <b>Location:</b>   | Home-based, office-based (in Brixton) or hybrid      |

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### Overall Aim

Housing for Women (H4W) is a charity and housing provider with a mission to empower women and challenge inequality. We support women through affordable housing, help women and children escaping domestic abuse, survivors of trafficking, women leaving prison and older women.

We are seeking a volunteer to support our fundraising team by researching new corporate partnership opportunities and helping to build a pipeline of prospective business supporters.

The volunteer will identify companies whose values and CSR, ESG, employee engagement or charitable giving objectives align with Housing for Women's mission. The role will focus on researching Charity of the Year partnerships, strategic corporate collaborations, sponsorship opportunities and corporate volunteering programmes.

The volunteer will play a key role in maintaining and developing a pipeline of prospective corporate supporters, helping Housing for Women create new income-generating and engagement opportunities.

This is a rewarding opportunity for anyone interested in corporate fundraising and supporting vulnerable women. We welcome applications from people with existing corporate fundraising experience, as well as those who are keen to learn and develop new skills. We will provide role-specific training, ongoing support, and opportunities for personal and professional development.

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### Key Responsibilities

#### ***Corporate Partnership Research***

- Conduct detailed research to identify prospective corporate partners aligned with Housing for Women's mission, values and services.
- Research companies' CSR, ESG, community investment and charitable giving priorities.
- Identify opportunities for Charity of the Year partnerships, strategic collaborations, sponsorships and employee fundraising initiatives.
- Monitor corporate partnership trends and identify organisations seeking charity partners.
- Produce concise research summaries and recommendations for the fundraising team.

### ***New Business Pipeline Management***

- Build and maintain a pipeline of prospective corporate partners.
- Keep accurate records of opportunities, contacts, timelines and partnership potential.
- Record and update information using Excel or other fundraising systems.
- Track progress and provide regular pipeline reports to the fundraising team.
- Ensure data is accurate, organised and up to date.

### ***Corporate Volunteering Research and Coordination***

- Research companies offering employee volunteering and pro bono support programmes.
- Identify opportunities for corporate volunteering that could benefit Housing for Women and its services.
- Maintain records of volunteering opportunities and corporate engagement activities.
- Support the tracking and administration of corporate volunteering enquiries and opportunities.

### ***General***

- Attend virtual or face-to-face meetings as required.
  - Act in accordance with Housing for Women's values, policies and Equal Opportunities Policy.
  - Contribute positively to a collaborative and supportive team environment.
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### **Availability and Communication**

We are looking for someone who can commit to one or two days per week. We are flexible regarding working days and hours, although the volunteer should be able to attend occasional pre-arranged virtual or face-to-face meetings during normal working hours.

The successful candidate will maintain regular contact with the fundraising team and provide updates on research progress and pipeline development.

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### **Benefits of Volunteering with Us**

- Full induction, training and ongoing support.
  - Experience working in a professional fundraising environment.
  - Opportunities to develop transferable research and analytical skills.
  - Relevant training opportunities including Data Protection and Confidentiality.
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### **Additional Information**

- Core training and induction will be provided prior commencing the role.
- We reimburse genuine out of pocket travel expenses (London zones 1- 6) to and from the place of work and up to £5 for lunch expenses for people volunteering four or more consecutive hours.
- We welcome applications from people of all backgrounds and sections of the community

and we particularly encourage applications from senior citizens, ex-offenders, LGBTQ+ people, disabled people and Black, Asian, and Minority Ethnic (BAME) candidates as they are currently under-represented in our Volunteering Programme.

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**Personal Specification - Role Experience, Knowledge and Skills Profile** – please refer to these when you fill in sections 23 and 24 of the application form.

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| <b>Experience and Knowledge</b>     | <ul style="list-style-type: none"><li>• Strong research skills with the ability to gather information from multiple sources.</li><li>• Interest in corporate partnerships, business development or fundraising.</li><li>• Experience using Microsoft Excel and Word.</li><li>• Understanding of corporate social responsibility, employee engagement or corporate partnerships would be beneficial.</li></ul>                                                               |
| <b>Skills</b>                       | <ul style="list-style-type: none"><li>• Excellent research and analytical skills.</li><li>• Strong organisational and administrative skills.</li><li>• Ability to manage and maintain accurate records and databases.</li><li>• Strong attention to detail.</li><li>• Ability to work independently and use initiative.</li><li>• Good written communication skills.</li><li>• Confident managing information and tracking multiple opportunities simultaneously.</li></ul> |
| <b>Personal style and Behaviour</b> | <ul style="list-style-type: none"><li>• Ability to work on own initiative and working well as part of a team</li><li>• Ability to maintain confidentiality and to follow best practice in data protection</li><li>• Reliable and trustworthy</li><li>• Have a non-judgemental attitude</li></ul>                                                                                                                                                                            |
| <b>Other Requirements</b>           | <ul style="list-style-type: none"><li>• Personal commitment to the corporate values, vision, and objectives of Housing for Women's culture of continuous service improvement</li><li>• Evidenced commitment to equality and diversity</li><li>• Sensitivity to working in a multicultural environment</li></ul>                                                                                                                                                             |

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For more information, please contact **Chryssy Hunter – Volunteer Coordinator**

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To apply, please complete this [Volunteer Application Form](#)