

JOB PROFILE: CORPORATE PARTNERSHIPS MANAGER

Role:	Corporate Partnerships Manager	Date profile last reviewed:	September 2022
Name:		Reports to:	Head of Corporate & Community Fundraising

MAIN SUMMARY OF ROLE:

To meet fundraising goals through investigating, securing, developing and maintaining corporate partnerships.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

- Meets fundraising goals by developing and maintaining corporate partnerships.
- Supports the Head of Corporate & Community Fundraising to deliver the team's business plan.
- Establishes good relationships with internal and external stakeholders, eg. fundraising colleagues, service delivery colleagues, potential and existing corporate partners at various levels of seniority.
- Gains clear agreement and commitment to supporting the Fund from new corporate partners through persuading, convincing and negotiating.
- Works closely with colleagues to support identification, qualification, prioritisation and research of corporate prospects.
- Monitors and evaluates the success of new business activity in order to produce a monthly dashboard report, including progress against financial targets and partnership objectives.
- Focused on delivering corporate partner expectations and providing high quality relationship management to existing corporate partners.
- Maintains and updates the corporate prospects pipeline.
- Proactively maps and makes tactical and timely approaches to potential partners, identifying and targeting companies that offer potential for long term, high value strategic partnerships.
- Prepares and submits effective written proposals and delivers compelling pitches and presentations for potential new prospect funders in order to win new business.
- Represents the charity at external events as appropriate.
- Works with the Fund's communications teams to promote key successes internally and externally.
- Prepares the detail of any new business contracts and adhere to charity law and tax/VAT regulations as required.
- Ensures the effective management of corporate supporters' information and data on CARE.

COMPETENCIES REQUIRED FOR THE ROLE

Essential	Desirable
<ul style="list-style-type: none"> • Working with people • Relating and networking • Persuading and influencing • Planning and Organising • Delivering results and meeting customer expectations • Coping with pressure and setbacks 	<ul style="list-style-type: none"> • Deciding and initiating action • Adhering to principles and values • Presenting and communicating information • Writing and reporting • Following instructions and procedures • Entrepreneurial and commercial thinking

<ul style="list-style-type: none"> Achieving personal work goals and objectives 	
QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE	
Academic or Professional Qualifications (or equivalent):	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> Literate and numerate with a good standard of education 	<ul style="list-style-type: none"> Fundraising qualification Member of Chartered Institute of Fundraising
Knowledge/ Experience:	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> Track record of achieving impressive results and generating substantial value Experience of a range of corporate fundraising activity including employee fundraising, CRM, sponsorship, events and strategic partnerships. Budgeting and financial management 	<ul style="list-style-type: none"> Familiar with Fundraising Regulator Code of Fundraising Practice Experience of working with and securing new business from corporates Experience in the not-for-profit sector Computer and IT literate, including familiarity with MS Office and fundraising databases, eg. CARE or other similar CRM database.
Skills/Abilities:	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> Excellent interpersonal & relationship skills Works in a consultative and team-focused manner Ability to produce clear and persuasive fundraising proposals and presentations Excellent negotiation and influencing skills Energetic and enthusiastic Strong organisational & prioritisation skills Accepts and tackles challenging goals with enthusiasm 	<ul style="list-style-type: none"> Meticulous attention to detail Ability to use own initiative and analytical skills to problem-solve
Other Requirements:	
<ul style="list-style-type: none"> Willingness to work flexible hours, outside of traditional office hours. Able to work extended hours or weekends as required and travel to other UK locations, RAF Stations, sporting and other networking events 	

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date: