

JOB PROFILE: STRATEGIC PARTNERSHIPS COORDINATOR

Role:	STRATEGIC PARTNERSHIPS COORDINATOR	Date profile last reviewed:	February 2026
Name:		Reports to:	Head of Strategic Partnerships

MAIN SUMMARY OF ROLE:

The role holder will primarily provide support to the Strategic Partnerships Team in delivering fundraising, research, and administrative tasks. The role supports the development of long-term fundraising relationships with corporate prospects and existing donors, providing research, administrative, and communications support as the primary contact for specific partners.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

- Provide administrative support to the Strategic Partnerships Team, including managing deadlines and internal processes.
- Coordinate proposals, presentations, and briefing documents.
- Support the drafting of briefing notes and background research to support meetings and approaches.
- Maintain accurate records on the fundraising database and update supporter information.
- Conduct research to identify new corporate partners.
- Support the due diligence process for prospective partners to ensure alignment with the Fund's ethical, reputational, and safeguarding policies.
- Support the coordination of corporate events, receptions, challenge events, and fundraising activities.
- Help to secure donations, prizes, and gifts-in-kind to support events and campaigns.
- Contribute to post-event evaluation and reporting to inform future planning.
- Help to code Strategic Partnership income correctly and liaise with finance to ensure accuracy.
- Run monthly income reports on the Fund's CRM database.
- Raise invoices and process expenditure in line with financial procedures.
- Assist with monitoring, evaluating, and reporting on partnership performance.
- Work with other teams across the Fund to support Strategic Partnerships.
- Represent the team in internal working groups, workshops, and meetings.
- Work closely with Communications and Marketing to help with content contributions for proposals, impact reports, and partnership materials.
- Help to support internal teams with social value reporting and data tracking relevant to partnerships.
- Undertake additional tasks as requested by the line manager to support the Strategic Partnerships team, including occasional out-of-hours work to support events.

COMPETENCIES REQUIRED FOR THE ROLE

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Planning and organising • Following instructions and procedures • Writing and reporting • Learning and researching 	<ul style="list-style-type: none"> • Working with people • Relating and Networking • Adhering to principles and values

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">GCSE- Grades A to C, Scottish Standard Grades, secretarial training and qualifications, BTEC First Diploma or training to City & Guilds, level 2. (NVQ-2).	<ul style="list-style-type: none">Degree level qualificationMembership of the Chartered Institute of Fundraising

Knowledge/ Experience:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none">Experience of working in a fundraising, sales and/or administrative role, or a position which requires meeting deliverables for members of a team (or several).	<ul style="list-style-type: none">Specific Corporate Fundraising experienceCRM level database experience

Skills/Abilities:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none">Excellent IT knowledge, including Outlook, Word and Excel and electronic filing systems.	

Other Requirements:

- Willingness to work flexible hours, outside of traditional office hours.
- Carry out any other duties that are within the scope of the job as requested by the Head of Strategic Partnerships

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: