

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

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

**Knowledge/ Experience:**

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"><li>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).</li></ul>	<ul style="list-style-type: none"><li>Specific Corporate Fundraising experience</li><li>CRM level database experience</li></ul>

**Skills/Abilities:**

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

**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: