

Job Title: Corporate Partnerships Executive	Direction and guidance from: Corporate Partnerships Manager Assistant Director of Fundraising – Events and Corporate	Primarily reports to: Corporate Partnerships Manager Reviewed: July 2024
Full time 35 hours per week, based in London Office min 2 days a week	Direct Reports: n/a	

Primary Roles:

- To provide a central role in a high achieving and developing corporate fundraising team. Increasing capacity and income at a pivotal time in the organisations 4 years plan.
- With the support of the Corporate Partnerships Manager, engage prospective corporate supporters, managing your own portfolio of donors and income target.
- Collaborate with colleagues from other fundraising income streams seeking to ensure that the range of Charity fundraising opportunities are catered for.

Job Specification:

- Support the delivery of benefits, reporting and communications to existing corporate supporters.
- Identify opportunities to add value to existing supporters and increase income.
- Manage relationships with select corporate partners, helping to develop and delivering on partnership plans.
- Identify and research prospective corporate supporters, contributing to the continuing development of a strong pipeline of potential supporters.
- With the support of the Corporate Partnerships Manager, engage prospective supporters, developing and delivering on cultivation plans.
- Work with the Events & Corporate Assistant in processing and keeping accurate records.
- Manage and record details of partnerships with Payroll Giving Agencies.
- Support the Corporate Partnerships Manager in the overall development of the programme.
- Assist the Corporate Partnerships Manager on projects as directed, including cultivation events, research and other activities as required.
- Liaise with Welfare and Grants team and other colleagues to ensure that information is available for reports and applications
- Encourage and support staff giving, fundraising activities and engagement in ABF events.
- Work with team in implementing procedures and processes to ensure accurate batching of all income and efficient working practices
- Ensure all process documentation is kept up to date.
- Undertake other administrative duties relating to team activity as directed by the Corporate Partnerships Manager

Person Specification

- Corporate or Major Donor Fundraising experience as part of a fundraising team.
- Excellent written and oral communication skills.
- Excellent interpersonal skills and the ability to interact and work effectively with all elements of the Charity and supporters.
- A self-starter, proactive, collegiate, with drive and commitment.
- Computer literate, comfortable with MS Office tools.
- Excellent administrative skills.
- A knowledge of CRM databases, data entry and financial processing
- Strong empathy with the cause of the Charity and its beneficiaries.
- Full UK driving licence (preferable).

Authorised by: AD Events and Corporates

Date: 31st July 2024

Name: Steve Oatley

Signature: Steve Oatley

Date: 31st July 2024