

Job Title: Corporate Partnerships Manager	Responsible for: Corporate Partnership Executive	Primarily reports to: Head High of Value Relationships
Primary Role: To maximise income through the development and management of relationships with key corporate supporters and identifying and developing new corporate relationships by: <ul style="list-style-type: none"> • Account management of new and existing corporate partnerships to a high standard ensuring that maximum potential is achieved • Proactively identifying prospects, approaching and winning new corporate partnerships. 		
Specific Tasks: <ul style="list-style-type: none"> • Meet and, where possible, exceed net fundraising targets expressed in the annual Fundraising Plan. • Manage the relationship with existing corporate partners including the accurate and timely production and submission of required reports. • Ensure that responsibilities under the terms agreed with each corporate partner are fulfilled. • Create and deliver on partnership and communications plans to deliver on and develop corporate relationships. • Devise strategies for identifying, approaching and developing new business relationships with corporate partners; building a strong pipeline of potential supporters in order to achieve agreed annual financial and other targets, with Head of High Value Relationships where appropriate. • Devise strategies to develop, extend and strengthen relationships with current and past corporate partners to increase the value of their support innovative fundraising ideas. • Organise and attend meetings with existing and potential corporate partners. • Prepare and deliver successful and persuasive pitches and written proposals for support. • Identify, research and approach prospective corporate partners. • Confidently conduct negotiations with corporate partners, concluding contracts (based on approved templates) which cover Charity of the Year, Cause Related Marketing and Sponsorship relationships. • Provide internal reports and updates on corporate partnership activity, as well as strategy for the future development of the programme. • Maintain an accurate database within our CRM. 		

- Work with Head of High Value Relationships to produce and manage income and expenditure budgets.
- Ensure that corporate donations are correctly logged and thanked in a timely manner.
- Work closely with the Communications Team across all platforms to ensure the Charity's and the corporate partner's PR objectives are met.
- Co-ordinate internal communications to ensure all parties are accurately informed about partnership projects.

Management:

Manage the Corporate Partnership Executive post including:

- Supervision and delegation of work.
- Regular one to ones.
- Appraisals.
- Career development.

Person Specification:

- Minimum 4 years Corporate Fundraising experience or a military veteran with at least 2 years' experience in the commercial or charity sector in account management or new business development.
- 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.
- An ambitious self-starter, proactive with drive and commitment.
- Strong organisational, project management and planning skills
- Computer literate, comfortable with MS Office tools.
- Excellent administrative skills.
- Strong empathy with the cause of the Charity and its beneficiaries
- Whilst London based, this appointment involves travel around the UK.

Agreed by:

Date:

Published Date: