

CORPORATE PARTNERSHIPS MANAGER

Department:	Fundraising
Job title:	Corporate Partnerships Manager
Reports to:	Head of Engagement
Responsible for:	Interns & Volunteers
Based at:	Head office, Leatherhead, Surrey
Salary:	£28,000 - £30,000



Job Summary

This key role in the Corporate fundraising team is responsible for generating significant income through the account management of a portfolio of our charity of the year accounts, along with leading on the charities annual corporate events and campaigns.

This role will focus on building and nurturing relationships with current and potential accounts, seeking opportunities to increase income and commitment from all areas of the business, with a view to retaining support beyond the agreed partnership.

The Corporate Partnerships Manager will live the Rainbow Trust Values and professionally communicate with our supporters, over the telephone, email and face to face at various events and meetings.

Rainbow Trust Children's Charity enables families who have a child with a life-threatening or terminal illness to make the most of time together, providing expert, practical and emotional support, where they need it for as long as it is needed.

Areas of Responsibility

(specific to role)

- Account manage allocated partnerships to ensure that all opportunities are achieved and agreed objectives are successfully met
- Attend events held by allocated partners to represent the charity, undertake public speaking and presentations, where required, as well as network to reach new contacts within the companies
- Work alongside the Special Events Manager on the annual corporate events programme
- Manage a number of the new partnerships that will be won through the new business team
- Pitch/present with the new business team, as the potential account manager if required
- Lead on the corporate team's seasonal campaigns
- Develop project plans to support work programme activity that identify key milestones, success criteria and resource requirements
- Respond effectively and promptly to enquiries and requests received directly from potential new product partners and relay information and supporter contact to the appropriate internal contacts.

General Responsibilities

Leadership and Strategy

- Provide expert guidance and direction for staff, volunteers and interns
- Act as representative of the charity to a variety of external and internal audiences and in different contexts
- Participate in the strategic planning process including budget setting
- Operate in compliance with relevant legislation, best practice and corporate policy
- Commit to Performance Management Process and develop stretching objectives to meet business plan
- Take responsibility for own professional development
- Live the Rainbow Trust values

Operational and Project Planning

- Ensure processes are documented and effectively governed, taking a continuous improvement approach to activity
- Take individual responsibility for agreed objectives, targets and budgets
- Develop own individual work programme in consultation with line manager to weekly, monthly and quarterly time frames
- Contribute to team and department planning events and activity
- Monitor project and work programme progress and report any variance
- Negotiate with suppliers to ensure best value for money is obtained
- Organise own time and resources effectively and use initiative

Working with Customers and Service Delivery

- Maintain effective relationships with donors, supporters and suppliers.
- Ensuring that excellent supporter expectations are met and exceeded
- Deliver direct services to both supporters and colleagues to acceptable professional standards and corporate guidelines
- Report any complaints received to the team from supporters, suppliers or any other external or internal contacts.

Developing, Maintaining Systems and Procedures

- Report against plan monthly, identify variance and make appropriate recommendations
- Ensure GDPR compliance
- Ensure that data relevant to area of responsibility and activity is appropriately recorded and stored in the CRM
- Ensure regular data cleansing is actioned

People Management and Development

- Recruit and retain high calibre volunteers and interns through effective supervision (following best practice guidelines for managing volunteers/interns)
- Identify appropriate volunteers to maximize corporate capabilities and provide them with clear guidance and support
- Recognise and value the contribution of volunteers

Team Working and Collaboration

- Contribute professional knowledge and expertise to team and department development, service delivery monitoring and evaluation
- Collaborate effectively with colleagues in all teams to deliver on priorities and objectives
- Act as a source of knowledge and expertise to colleagues
- Champion business improvement and people development initiatives
- Provide guidance and support to junior staff members and volunteers
- Proactively participate in team meetings and away days as well as staff conference

Special Conditions

- The role will require occasional evening and weekend work in order that the organisation is able to deliver on its commitments to its stakeholders
- Some UK travel may be required from time to time
- The list of responsibilities outlined above are not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager.

PERSON SPECIFICATION

Corporate Partnership Manager

ESSENTIAL

DESIRABLE

Experience

(Previous roles,
types of organisations)

- Proven experience of securing, maintaining and growing existing and new business relationships effectively
- Account Management with a focus on maintaining and growing partnerships through effective partnership management
- Worked in a corporate fundraising and/or commercial environment
- Successful project manager
- Budget responsibility

- Working within a charity
- Volunteer management

Special Competencies

(Specific job-related skills
knowledge understanding)

- Competent in charity law as it applies to corporate fundraising
- Knowledge of principles that underpin good customer care
- Commercial and financial acumen
- Confident presenter, skilled in pitching
- Creative and imaginative writer
- Strong negotiation, networking and relationship management skills
- Strong MS Office knowledge and database management skills

- Understanding effective PR/Marketing
- Use of a CRM database

Disposition

(Influence over others,
dependability, self-reliance)

- Friendly and enthusiastic, quickly connecting with others and building relationships
- Takes the initiative – setting and achieving goals
- Persuasive sales approach – motivating others into action
- Works with a sense of urgency, completing tasks in a timely manner
- Clear, warm communicator – cooperatively achieving results through people
- Comfortable delegator with careful follow-up
- Quick and accurate with details
- Self-starter – controlling all aspects of tasks, from beginning to end

PERSON SPECIFICATION

Corporate Partnership Manager

ESSENTIAL

DESIRABLE

Thinking Style

(Practical, conceptual, innovative, traditional, change orientated)

- Considerate of others
- Independent decision maker within remit, involving of others outside of this
- Comfortable with a changing environment
- Anticipates problems and takes calculated risks

- Working within a charity
- Volunteer management

Attainments

(Academic & prof qualifications & training)

- Educated to degree level/or equivalent

- IOF qualification or equivalent, and relevant professional membership

Motivation

(Ambition, money, security)

- Achieving results with and through people and bringing out the best in them
- High quality customer satisfaction
- Meeting income targets

Circumstances

(Mobility, special demands of job, unsocial hours)

- Commitment to own continuing professional development
- Occasional requirement to work evening and/or weekends