

JOB DESCRIPTION

Department:	Fundraising
Job Title	Corporate Partnerships Manager - Account Manager
Accountable To:	Head of Corporate
Accountable For:	Interns & Volunteers
Based At:	Head office, Leatherhead, Surrey
Salary Band:	£28,000 - £30,000
Job Purpose and Context	
<p>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.</p> <p>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</p> <p>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.</p>	
Areas of Responsibility	
<ul style="list-style-type: none"> • 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 	
Leadership and Strategy	
<ul style="list-style-type: none"> • Represent the charity to internal and external audiences • Provide guidance and direction for junior members of the team, volunteers and interns • Participate in the strategic planning process including budget setting • Operate in compliance with relevant legislation, best practice and corporate policy and budgets. • Live the Rainbow Trust values • Commit to Performance Management Process and develop stretching objectives to meet business plan 	

<ul style="list-style-type: none"> • Take responsibility for own professional development
Operational and Project Planning
<ul style="list-style-type: none"> • Develop own individual work programme in consultation with line manager to weekly and monthly, quarterly time frames • Take individual responsibility for agreed objectives and targets • Develop project plans to support work programme activity that identify key milestones, success criteria and resource requirements • Monitor project and work programme progress and report any variance • Contribute to team and department planning events and activity • Organise own time and resources effectively and use initiative
Working with Customers and Service Delivery
<ul style="list-style-type: none"> • Respond effectively and promptly to enquiries and requests received directly from potential new product partners • Relay information and supporter contact to the appropriate internal contacts • Ensure 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
<ul style="list-style-type: none"> • Ensure that data relevant to areas of responsibility and activity is adequately recorded and stored (using thankQ) • Utilise data to monitor progress towards personal objectives • Contribute to wider data collection and analysis exercises across the department • Operate standard administrative systems both electronic and hard copy • Ensure compliance with data protection guidelines and corporate policy
People Management and Development
<ul style="list-style-type: none"> • Provide direction, advice and support to junior members of the team, volunteers and interns under the direction of a line manager • Monitor volunteer work programmes and report back to a line manager • Recognise and value the contribution of volunteers
Team Working and Collaboration
<ul style="list-style-type: none"> • Contribute professional knowledge and expertise to team and department development, service delivery monitoring and evaluation • Act as a source of knowledge and expertise • Provide guidance and support to junior staff members, volunteers and interns • Collaborate with colleagues across the department and organisation in order to enable deliver on priorities and objectives • Participate in team meetings and away days as well as annual staff conference • Contribute to team building initiatives and activities
Special Conditions
<ul style="list-style-type: none"> • 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.

