

JOB DESCRIPTION

Department:	Fundraising
Job Title	Head of Corporate Partnerships
Accountable To:	Head of Fundraising
Accountable For:	Corporate Team (2 Corporate Partnerships Managers, 2 Corporate New Business Managers and a Team Administrator)
Based At:	Leatherhead, Surrey
Salary Band:	£39,000 - £42,000
Job Purpose and Context	
<p>This is a pivotal role in the fundraising management team and is responsible for leading a dynamic team of corporate fundraisers to build, develop and drive significant levels of income through new business opportunities and existing partnerships to reach and exceed an agreed fundraising target.</p> <p>This role will be directly responsible for driving growth and long term value through strategic partnerships that will help us deliver our business objectives. The post will oversee all Charity of the Year, Sponsorship, CRM and other corporate opportunities.</p> <p>The role will inspire and lead a team of high performing fundraisers who embrace change, open communication, ambition, innovation and competitiveness that empowers success across the team.</p> <p>This post will drive a culture that uses internal and external stakeholders to identify new leads and corporate prospects to build a strong and robust pipeline of business development opportunities.</p> <p>The role will be responsible for negotiating and managing complex CRM commercial agreements and strategic partnerships to maximise long term value.</p> <p>The Head of Corporate Partnerships 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"> • Develop and implement a three year Corporate Fundraising Strategy that achieves in excess of £2M by 2020 • Lead on identifying, securing and managing new strategic partnerships • Recruit and retain high calibre individuals and contribute to team building to meet fundraising targets • Line management of Corporate Team (5 direct reports) • Oversee Charity of the Year, Sponsorships, CRM and other corporate opportunities • Collate, analyse and present timely monthly management reports • Develop the annual budget to feed into the overall fundraising budget • Attend and represent the charity at relevant networking events and opportunities and act as an ambassador for the organisation • Collaborate effectively with other functional managers to ensure our campaigns 	

<p>are delivered with maximum impact</p> <ul style="list-style-type: none"> • Monitor CSR/Corporate Responsibility issues in the media, and keep up to date with professional fundraising associations and media regarding fundraising tools and skills development
<p>Leadership and Strategy</p> <ul style="list-style-type: none"> • Develop and implement a three year Corporate Fundraising Strategy that achieves in excess of £2M by 2020 • Represent the charity to internal and external audiences • Drive a culture that embraces change, open communication, ambition, innovation and competitiveness that empowers success across the team • Live and champion the Rainbow Trust Values and defined Leadership Qualities • Commit to Performance Management Process (PMP) and develop stretching objectives to meet business plan • Contribute to strategic and operational planning process in collaboration with Fundraising and Marketing colleagues • Keep abreast of developments, changes in trends and patterns, new techniques and legislation • Ensure planned activity is delivered in compliance with relevant charity law, other legislation, best practice and corporate policy • Take responsibility for own professional development
<p>Operational and Project Planning</p> <ul style="list-style-type: none"> • Use insight and market knowledge to constantly strive to improve fundraising performance and competitive position • Drive the development of corporate propositions and corporate offerings for new and existing partners • Develop work programmes in consultation with direct reports to monthly, quarterly and annual time frames • Drive the PMP including setting SMART objectives across the Corporate Team for the year and meeting all PMP deadlines during the annual cycle • Take individual responsibility for agreed objectives and targets and take corrective action where necessary • Organise own time and resources effectively and use initiative • Prepare business and supporting financial plans and ensure that all activities are implemented on budget, on time and to high quality
<p>Working with Customers and Service Delivery</p> <ul style="list-style-type: none"> • Develop strategy for the identification, cultivation and development of corporate partnerships, forming excellent relationships with partners and supporters • Responsible for negotiating and managing complex strategic partnerships to maximise long term value • Drive a culture that uses internal and external stakeholders to identify new leads and corporate prospects • Lead a culture of effective supporter care, developing and fostering effective relationships with key external contacts • Ensure that service delivery and contact with supporters is characterised by the principles of good supporter care stewardship • Model good supporter care practice and behaviours • Make the fundraising 'ask' as and when appropriate, or support others to do so • Ensure requests for information and action from supporters are responded to promptly
<p>Developing, Maintaining Systems and Procedures</p> <ul style="list-style-type: none"> • Effectively develop the Corporate donor journey • Report monthly against plan and targets and identify variance

- Conduct analysis of data from across Corporate, drawing conclusions, making recommendations to the Head of Fundraising
- Keep abreast of practices and developments for the management of operating systems that support effective fundraising
- Ensure that data relevant to areas of responsibility and activity is adequately recorded and stored (using ThankQ)
- Operate standard administrative systems both electronic and hard copy
- Ensure compliance with data protection guidelines and corporate policy

People Management and Development

- Lead, manage, inspire and motivate the team to high levels of performance and retention
- Recruit managers and other specialist professionals to provide the department with the technical and leadership skills and experience required to achieve objectives
- Inspire, provide advice and support to volunteers and interns to Volunteer Management guidelines including monitoring work programs and recognising and valuing their contribution
- Using the PMP, manage and develop direct reports to set individual and team objectives
- Conduct Performance Development reviews and regular 1:1s for all direct reports
- Within PMP, identify and support individual performance issues
- Coordinate and lead regular team meetings
- Review the staffing requirements of the team and recommend future requirements to the Head of Fundraising

Team Working and Collaboration

- Contribute to Fundraising and Marketing Management Team strategic and operational planning cycles
- Develop and lead team building initiatives and activities within the Corporate Team
- Lead and champion the implementation of business improvement and people development initiatives, including the internal Buddying, PI (predictive index) and SBI feedback (Situation, Behaviour, Impact) processes
- 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 colleagues, volunteers and interns
- Collaborate effectively with colleagues across the department and organisation in order to deliver on priorities and objectives
- Participate in team meetings and away days as well as annual 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.