

## JOB DESCRIPTION

<b>Job title:</b>	<b>Corporate Partnerships Co-ordinator</b>
<b>Reports to:</b>	Head of Partnerships
<b>Hours:</b>	37.5 hours/week.
<b>Location:</b>	Cambridge House, Hammersmith, London

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### Job Purpose:

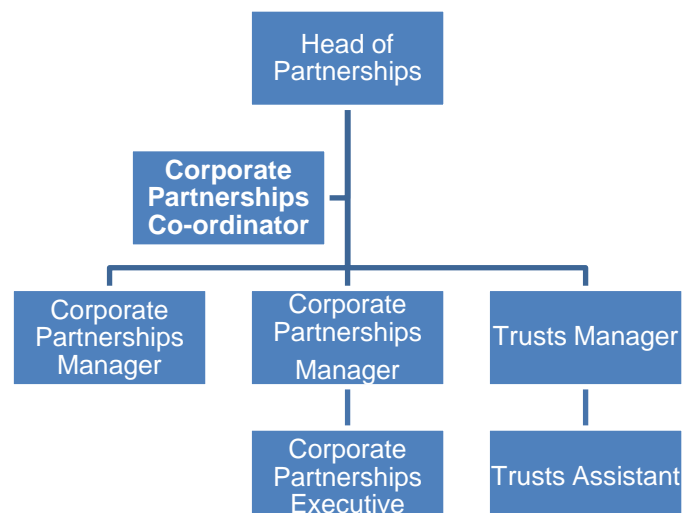
To provide effective support for the Corporate Partnerships Team to deliver high value, long-term partnerships with funders. The post holder will lead on the provision of effective administration and co-ordination of the Partnerships Team and their work. The role will be responsible for the development and implementation of procedures for the team as a whole to ensure high quality customer care provision. They will also take responsibility for managing smaller names accounts and will support the bidding process to new donors.

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### 1. Team

The Partnerships Team is responsible for generating income through corporate partners (companies) and Charitable Trusts. The team is led by the Head of Partnerships and subsequently divided into Trusts and Corporate teams. We have ambitious goals for our fundraising activity; we have a number of key partnerships already in place and are in a strong position to secure new donors.

### 2. Organisation chart



### **3. Duties and key responsibilities**

#### **Corporate Fundraising Co-ordination**

- To develop and adapt systems and procedures to use to ensure a high level of customer service to clients
- To lead on the co-ordination and communication of team wide fundraising initiatives such as Movember and Prostate Cancer Awareness Month
- To lead on the co-ordination and administration of the Corporate Partnerships' team involvement with other fundraising team initiatives including sports and stewardship events
- To develop and manage a system for ensuring Corporate Partners are effectively communicated and thanked via our website.
- To manage centralised mailings and communication to existing and prospect donors.
- To manage Corporate Partnerships stock levels and develop systems for ensuring this is accurately managed
- To manage and update the team's income mastersheet
- To ensure effective representation of the Charity and its aims, both face to face and in written communications to supporters of all levels.
- To support the Head of Partnerships in managing and preparing for team meetings

#### **Corporate Donor Care**

- To manage all unsolicited donations to the team, which has a current budget of £120,000. This includes managing the thanking process, ensuring that each donation is accurately coded and inputted onto the database and ensuring each donor gets personalised, relevant response from the charity.
- To manage, where appropriate, assigned corporate partnerships, to meet budgeted targets, ensuring these partners have necessary support, materials and resources, whilst maximising development opportunities.

## **Corporate New Business Development**

- To help research prospect new donors for the team, building a relationship with potential funders
- To support the development of proposals and presentations to prospect new funders
- To manage the team's new business calendar of activity and prospects
- To identify and develop key unsolicited funders with the relevant Corporate Partnerships Manager to maximise future involvement.

## **4. General Responsibilities**

- To be a member of the Charity's supporter care telephone hunt group. This involves answering and responding to/redirecting external calls both professionally and appropriately'.
- To contribute to team meetings and organisational priorities
- Be proactive in keeping up to date with developments affecting the role
- Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the post
- Abide by organisational policies and practices, and the Charity's UNITED values
- Support diversity and equality of opportunity in the workplace

**Date Written:**

**Signed:**

**(Line Manager)**

**Document ref:**

**Signed:**

## PERSON SPECIFICATION

**Job Title:** Corporate Partnerships Co-ordinator

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

Skills and Abilities	Criteria	Criteria tested at		
		Application	Interview	Test
	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office, including Word, Excel</li> <li>• Ability to work independently and proactively</li> <li>• Ability to adapt and suggest improvements to procedures, which will impact on other team members</li> <li>• Ability to take day to day decisions within a defined area of work</li> <li>• Strong communication skills both verbally and in writing with people of many different backgrounds and within a range of settings</li> <li>• Ability to pay attention to detail and enter data accurately</li> <li>• Ability to prioritise workload and work to tight timescales</li> <li>• Ability to show empathy for men with prostate cancer and their families</li> </ul>	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y	Y      Y
<b>Experience</b>				
	<ul style="list-style-type: none"> <li>• Experience of planning and managing short term projects or co-ordinating activities and events.</li> <li>• Experience of using a database to manage client relationships.</li> <li>• Proven experience in an office environment working as part of a team</li> </ul>	Y Y Y	Y Y Y	

<b>Education, training, qualifications</b>				
	<ul style="list-style-type: none"> <li>No one specific qualification is required, but evidence of recent continuing professional development in a professional area relevant to the post will be required</li> </ul>	Y	Y	
<b>Knowledge</b>		<b>Application</b>	<b>Interview</b>	<b>Test</b>
	<ul style="list-style-type: none"> <li>Understanding of relationships between corporate and the not for profit sector</li> </ul>	Y	Y	
<b>Other requirements</b>				
	<ul style="list-style-type: none"> <li>Support for diversity and equality of opportunity in the workplace</li> <li>Enthusiasm and willingness to be flexible in achieving targets and outcomes.</li> <li>Commitment to the Charity and our UNITED Values</li> <li>Flexibility to occasionally work outside office hours at weekends and evenings.</li> </ul>	Y	Y Y Y	
<b>Desirable</b>				
	<ul style="list-style-type: none"> <li>Experience of using the Raiser's Edge and using it to keep company and employee records up to date</li> </ul>	Y	Y	

<b>Date written:</b>		<b>Signed:</b>		<b>Jobholder</b>
		<b>Print Name:</b>		
		<b>Signed:</b>		<b>Line Manager</b>
		<b>Print Name:</b>		