



CORPORATE PARTNERSHIPS OFFICER

SALARY:	£28,246 per annum pro rata
HOURS:	21 hours per week
ANNUAL LEAVE:	25 days pro rata. After 5 years of service you will be entitled to an additional week of annual leave (subject to a maximum of 30 days)
LOCATION:	Hybrid with 1-2 days at Harrow Lodge House office, Hornchurch
REPORTING TO:	Fundraising & Community Engagement Manager
DIRECT REPORTS:	None
CONTRACT TYPE:	Permanent
DBS REQUIRED:	Enhanced

Purpose of the role:

As a newly created role and an integral team member responsible for income generation, you will have the opportunity to shape the strategy, take ownership of our existing corporate partners, and support the development of a strategy to maximise the potential of these and new partnerships.

The role requires passion, determination and talent. You will work against agreed proactivity and income targets to raise income for Mind in Havering, Barking and Dagenham's services, predominantly from companies across both Boroughs. Working closely with the Events Manager and Project Leads, you will be responsible for building strong relationships and enabling our partners to see first-hand the difference their support is making.

As a Corporate Partnership Officer, you are the face of Mind in Havering, Barking and Dagenham – out in the community building strong relationships with businesses across our area. You will deliver corporate fundraising initiatives and activities, support our partners, and work with other colleagues to identify funding opportunities. You will be a natural problem-solver with a 'can do' attitude and persuasive presentation skills. You'll be commercially aware and ensure we build mutually beneficial relationships. Ideally, you will have knowledge of corporate partnerships and an understanding of the charity sector. You'll work in a small team supported by our Fundraising & Community Engagement Manager.

Due to the nature of the role, the ability and confidence to drive and access to a car is essential. You may be working across both Boroughs.

Role Specific Responsibilities:

Partnership Management and Stewardship

- Take responsibility for the day-to-day management and stewardship of existing corporate partnerships
- Develop strong relationships built on trust with corporate partners to maximise all opportunities relating to the partnership, and ensure all corporate partners feel valued, nurtured and engaged to build long-term funding relationships
- Create, manage and expand our portfolio of corporate partnerships
- Manage data, conduct research-based tasks and create business proposals
- Support on any communication requirements for existing or new partnerships for example social media, launch events, website pages, impact stories etc.
- Demonstrate our impact with high quality reports for current partners when requested, clearly articulating the charity's work, impact and ambitions both in terms of service delivery and partnerships
- Track all income and initial payments schedules for each corporate partner ensuring that all payments are on time and accurate
- Explore all relevant pro-bono opportunities from partners that might benefit the work of the charity
- Track all leads and records for your corporate partners on a database

Income Generation

- Research, approach, and secure new corporate partnerships and motivate companies across a wide range of sectors to financially support our cause
- Promote opportunities for corporate engagement across both Boroughs, nationally and regionally – to secure new partnerships
- Help to shape and contribute to the new business fundraising strategy and monitor corporate fundraising activity specifically concerning strategic priorities and targets
- Write compelling, fluent, detailed, and engaging business proposals and pitches for potential corporate partners
- Develop an excellent knowledge of the whole organisation and its future strategy to be an excellent ambassador for Mind in Havering, Barking and Dagenham

Other Responsibilities:

- Build positive and long-term relationships with partners via meetings, phone and email
- Evaluate the progress of fundraising campaigns and report on key metrics
- Facilitate regular information sharing and updates between teams to ensure all staff are informed about partnership activities, objectives, and outcomes
- Contribute to the development and improvement of our systems, processes and procedures
- Act as an Ambassador for the organisation, representing the charity at external events and other networking opportunities.
- Undertake public speaking engagements and present to potential donors/partners.

- Participate fully in staff supervision, meetings, appraisals and any personal/professional development requested.
- Manage and monitor all corporate budgets as assigned - and contribute to budget development.
- Assist the Fundraising & Community Engagement Manager in identifying and managing risk.

Other

- Be willing to work outside normal working hours on occasion (advance notice will always be given).
- Undertake other duties appropriate to the post as requested by the Fundraising & Community Engagement Manager.

You don't need any formal qualifications to do this role; what is important is the skills and experience you bring.

Person Specification

Criteria	Essential/ Desirable
Experience	
Strong networker and ability to clearly demonstrate the development of strong relationships with high-level prospects, partners and internal stakeholders	E
Proven track record of being the lead account manager on corporate partnerships	D
Proven track record of developing excellent relationships with corporate funders	E
Ability to organise corporate, partner and volunteering activities	E
Experience of having worked well as a team player with first-class communications skills	E
Knowledge and understanding	
Good understanding of corporate social responsibility and the corporate environment	E
A strong understanding of the fundraising arena and of issues and innovations within philanthropy at a local and a national level	D
An understanding of mental health issues	D
Ability to undertake detailed company research to identify, progress and grow a partnership opportunity	E
Ability to draw data and statistics to create compelling proposals and partner reports	E
Skills and Abilities	
Excellent communication, stakeholder engagement, relationship building and negotiation skills	E
Excellent attention to detail and strong written skills with the ability to write persuasive and compelling proposals, reports and emails	E
Strong business acumen and financial literacy with an ability to assess detailed budgets	D
Outstanding time management and organisational skills with the ability to prioritise multiple tasks and meet deadlines under pressure	E

High level of competency using Microsoft Office and experience of using a CRM database	E
Behaviours	
A commitment to our organisational objectives	E
Commitment to anti-discriminatory practice and equal opportunities	E
A collaborative team player, with the ability to inspire confidence and trust from colleagues and funders and to work well with the senior management team	E
A creative thinker and ability to thrive under pressure, in a fast paced environment	E
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