



## **Children with Cancer UK**

<b>Job Title:</b>	Corporate Partnerships Coordinator
<b>Band:</b>	E £24,000 to £32,000 (depending on experience)
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full-time, 35 hours per week
<b>Reporting to:</b>	Senior Manager Corporate Partnerships

### **Job Summary**

The Corporate Partnerships Co-ordinator holder will be responsible for managing a portfolio of Corporate Partnership accounts while assisting the small but strong team of Corporate Partnership Managers with day to day administrative duties. The Coordinator will provide a high standard of support for all donors of the Charity while building strong links with external contacts at a variety of levels.

This role requires excellent administrative and project management skills with the ability to manage multiple tasks with completing deadlines. The candidate will also have the ability to make sound lasting relationships with stakeholders and be able to plan, budget, foster and monitor corporate plans.

### **Background information**

Children with Cancer UK was founded after Paul O’Gorman was lost to leukaemia in February 1987 - he was 14 years old. Nine months later cancer also claimed Paul’s sister, Jean. In November 1987, Paul’s parents met Diana, Princess of Wales, who personally helped start the charity. What began as a small memorial charity is now the leading national charity dedicated to the fight against all childhood cancers.

### **Corporate Fundraising**

- 1.1.** To provide a high level of support and relationship management to corporate partners of the charity.
- 1.2.** To manage a variety of bronze tier accounts effectively and efficiently
- 1.3.** Develop partnerships, introducing exciting fundraising plans that will help maximize income.

- 1.4. Develop fundraising concepts and materials for use across corporate fundraising activity. Prepare and deliver presentations to corporate partners as well as their employees
- 1.5. Ensure all materials delivered to Corporate Partners are compliant with Children with Cancer UK's brand guidelines.
- 1.6. Measure success and impact of the partnerships through agreed evaluation methods; with the aim of motivating existing partners and for use in helping to secure new partnerships.
- 1.7. Identify and respond to new opportunities within each account and deliver on all programs of activities and agreed objectives.
- 1.8. Assists with a wide range of administrative requirements of the Corporate Partners team
- 1.9. Liaise with internal teams at Children with Cancer UK to ensure that partner requirements are met in supporting employee fundraising and volunteering opportunities.
- 1.10. Successfully engage with a range of stake holders, building strong relationships to support the development of partnerships.
- 1.11. Support others in the Fundraising team to deliver the strategy they are leading on

## **2. Development**

- 2.1. Identify appropriate and cost effective training and articulate the key benefits of attendance for personal development.
- 2.2. Contribute to the charity's positive culture and working environment so that the fundraising function continues to flourish.

## **3. Other Key responsibilities**

- 3.1. Develop excellent working relationships across Children with Cancer UK teams.
- 3.2. Develop and maintain your knowledge of the charity sector and fundraising environment in order to keep up to date with changes.
- 3.3. Administratively self-supporting.
- 3.4. Undertake any other duties that are relevant to the job requested by the line manager from time to time, this includes but is not limited to website updates, monthly invoicing, thank you letters and general data entry.

## Personal Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Experience of managing a variety of corporate partnerships</li> <li>• Excellent project management skills</li> <li>• Strong networking and relationship building skills</li> <li>• Articulate with persuasive and engaging verbal communication skills</li> <li>• Strong numeracy skills</li> <li>• Excellent written and verbal communication skills particularly in relation to writing proposals and presentations</li> <li>• Attention to detail</li> <li>• Time management skills, including prioritisation</li> <li>• Ability to liaise and engage with key organisational stakeholders</li> <li>• Skilled at developing and maintaining working relationships</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong Administrative mind with the ability to organise and ensure administrative requirements of the department are met.</li> <li>• Experience of relationship management and partnership development</li> <li>• Experience of dealing with senior-level contacts both internally and externally</li> <li>• Experience of working with a CRM system</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Raisers Edge</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge/understanding of the principles of Corporate Fundraising</li> <li>• Understanding of the corporate sector and Corporate Social Responsibility</li> <li>• Good knowledge of Microsoft Office programmes, such as Outlook, Word, PowerPoint and Excel</li> </ul>	

<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A self-starter who is able to work independently and use their judgement to make day to day decisions without referral</li><li>• Well organised with a systematic approach</li><li>• Able to work collaboratively as part of a team and contribute to a positive working environment and culture</li></ul>	
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