

**Job Title:** Corporate Partnerships Coordinator  
**Salary:** £24,000 to £32,000 (depending on experience)  
**Contract:** Permanent  
**Hours:** Full-time, 35 hours per week  
**Reporting to:** Senior Manager Corporate Partnerships

### **Job Summary**

This is an amazing opportunity for an introduction to corporate fundraising. We have a superb corporate team and are now looking to employ a Corporate Partnerships Coordinator who can assist the Corporate Managers on a variety of partnerships. A key aspect to bring to this role will be a good sense of humour, be a team player, be pro-active with ideas and at the same time provide administrative support to the corporate team which will include maintaining corporate records on our database, writing thank you letters and assist with the organisation of corporate events and other corporate fundraising initiatives. The strategic aim of the Corporate Partnerships team is to treble fundraising income by 2020.

### **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 partnerships of the charity
- 1.2.** To manage a variety of accounts effectively and efficiently
- 1.3.** Develop partnerships, introducing exciting fundraising plans that will help maximise 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 Partnerships 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.** Support the administration requirements of the Corporate Partnerships 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

## Personal Specification

	Essential	Desirable
<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> <li>• 18 months to 2 years charity experience desirable</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> <li>• Good sense of humour</li> </ul>	

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and this job description may, therefore be amended in consultation with the post holder. To gain the knowledge and experience required, the post holder will be expected to remain in their current position following a successful probationary period for between 6-9 months.

**Please forward your application, with a covering letter to [Donna.Allsop@childrenwithcancer.org](mailto:Donna.Allsop@childrenwithcancer.org)**

*Please note that if you have not received a response within two weeks of your application then you have not been processed to the next stage of the recruitment. We do however, encourage you to apply for any future advertised positions in Children with Cancer UK.*