

JOB PROFILE

JOB TITLE:	Corporate Partnerships Specialist
SALARY:	£30,000 - £45,000 depending on experience
CONTRACT:	Permanent Full Time
LOCATION:	London (Office based), with travel
REPORTING TO:	Senior Fundraising Manager – Corporate, Sports and Regional
DIRECT REPORTS:	x2 Account Managers and x1 Corporate Coordinator

Main purpose of position

To support the corporate fundraising team in identifying and winning new corporate Charity of the Year, strategic partnerships, sponsorship and trading agreements for Children with Cancer UK, and successfully delivering pledged income through stewardship and account management of partners and the line management of the team.

Children with Cancer UK

Children with Cancer UK (the Charity) is the leading national children's charity dedicated to the fight against childhood cancer. We raise and invest money for vital specialist research to save the life of every child with cancer and keep their family together. Our vision is of a world where no child dies of cancer.

Strategic Imperatives

The charity has a number of strategic objectives that are overlaid by a culture to have ambition, provide quality and protect our reputation in everything we do. The themes of excellence behind the charities vision that the post holder must embody in all their work are;

1. We will aim to be the biggest not-for-profit annual financial contributor to research into cancer in children and young people in the UK
2. We will maintain a place in the top 100 UK charities, based on fundraising activity
3. We will continue to support respite homes and associated financial support for children and families affected by childhood cancer
4. We will fund high quality research aimed at developing treatments which are not only more effective but less debilitating and disruptive to young lives
5. We will contribute to peer reviewed research into the discovery and reduction of causes of cancer, including directly supporting the work of the International Agency for Research in Cancer (IARC, part of WHO)
6. We will provide capital funding to encourage the development of centres of excellence in childhood cancer research
7. We will raise public awareness about our activities and the results of relevant research
8. We will seek to influence the development of policy to promote the best interests of children with or at risk of cancer

9. We will continue to be a highly engaged and effective organisation that recognises and rewards the right behaviours, innovation and outcomes for the organisation and for those we help.

Key priorities and relationships

1. Key Responsibilities

- 1.1.** To effectively line manage the corporate fundraising team to ensure delivery of income and growth of partnerships for all pledged activity
- 1.2.** To identify new corporate fundraising streams including Charity of the Year, strategic partnerships, sponsorship and trading agreements.
- 1.3.** Proactively build and maintain a new business pipeline for corporate team, alongside Senior Fundraising Manager
- 1.4.** To prepare and deliver successful pitches; submit persuasive written proposals; conduct negotiations on corporate partnerships; and concluding contracts with corporate partners covering multi-year partnerships, CRM and sponsorship arrangements
- 1.5.** To contribute fully to the preparation of the Corporate Fundraising strategic plan.
- 1.6.** Measure success and impact of fundraising activities through agreed evaluation methods.

2. Budgetary

- 2.1.** Contribute in achieving departmental profit objectives
- 2.2.** Contribute to creating departmental budgets
- 2.3.** Monitor and analyse income and expenditure progress vs budget regularly to identify any problems (actual or potential).

3. Additional responsibilities

- 3.1.** Manage fundraising activities on Raiser's Edge database
- 3.2.** Ensure all processes are consistent and documented across department
- 3.3.** Administratively self-supporting.
- 3.4.** Public speaking; prepare and deliver presentations to staff, partners and supporters

3.5. Undertake any other duties that are relevant to the job requested by the line manager.

Other information

The post requires a certain amount of evening and weekend work and the post holder is expected to attend events as and when required – events could be in London or over several days throughout the UK or abroad. The charity operates a time off in lieu system to make this time up which your line manager will need to approve.

Person Specification

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<ul style="list-style-type: none"> • Experience of managing accounts up to £1m a year • Strong networking and relationship building skills • Strong numeracy skills • Excellent written and verbal communication skills particularly in relation to writing proposals and presentations • Attention to detail • Time management skills, including prioritisation • Ability to liaise and engage with key organisational stakeholders • Skilled at developing and maintaining working relationships • Line management experience 	<ul style="list-style-type: none"> • Public speaking 	Application and Interview
Qualifications, training and education	<ul style="list-style-type: none"> • Degree or equivalent level of education 		Application
Experience	<ul style="list-style-type: none"> • Experience of securing corporate new business • Experience or relationship management and partnership 	<ul style="list-style-type: none"> • Experience using Raiser's Edge 	Application and Interview



	development		
Other requirements	<ul style="list-style-type: none"> • Creative and innovative • Ability to work under pressure and to deadlines • A self-starter who is able to work independently • Well organised with a systematic approach • Able to work collaboratively as part of a team and contribute to a positive working environment and culture 		Interview

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.

At Children with Cancer UK we value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. The statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.