

JOB SUMMARY AND PERSON SPECIFICATION

Job Title: Corporate Partnerships Account Manager
Reports to: Corporate Partnerships Senior Manager
Based at: London

Department:	<p>Help for Heroes was Founded in 2007 to provide direct, practical support for wounded, injured and sick veterans, serve men and women and their loved ones. The Fundraising team support this vision by raising charitable donations of £22m per annum. The fundraising team works across five main income areas</p> <ul style="list-style-type: none"> • Partnerships – includes, Corporate; Philanthropy; Trusts & Foundations • Supporter Relations, Individual Giving and Legacies • Regional & Community Fundraising • Events & Challenges • Trading
Job Purpose	To build, deliver and develop high quality corporate partnerships raising £300 - £400k per year
Accountabilities	<ul style="list-style-type: none"> • To manage a portfolio of high-value corporate partnerships • To provide excellent stewardship and relationship management to each corporate partner • To deliver against personal and corporate team targets
Main Responsibilities	<ul style="list-style-type: none"> • To manage a portfolio of high-value corporate partnerships, delivering against partnership’s objectives and seeking opportunities to develop and grow each partnership • To provide excellent stewardship and relationship management to each corporate partner, • To deliver agreed income targets • To ensure cultivation and delivery plans, KPIs and agreements are in place for all partnerships • To deliver planned partnership activity, communication and reporting in a timely and professional fashion, always aiming to exceed expectations and targets • To liaise regularly with relevant internal teams to ensure partnership objectives are achieved e.g. Marketing, Legal, Recovery Services, PR • To support the Community & Events teams to ensure that all supporters participate in the variety of opportunities offered by Help for Heroes



	<ul style="list-style-type: none"> • To support on new business activities, such as inputting into bids, attending pitches and from time to time leading on ad hoc pieces of new business development • To secure gift in kind from partner companies, enabling more money to be spent directly on supporting our beneficiaries • To represent Help for Heroes at corporate partner meetings, presentations and events • To ensure all donor data is added to Help for Heroes CRM • To ensure all partnership activities comply with Fundraising Regulator guidelines, GDPR, VAT and other legal requirements. • To contribute to the wider Account Management and Corporate Partnerships strategies, including taking on management of special projects as and when required
<p>Essential Knowledge, Skills & Experience</p>	<ul style="list-style-type: none"> • Proven track record in Corporate Fundraising or relevant experience gained in a similar field such as Sales, Marketing or Corporate Social Responsibility. • Proven creativity in developing ideas to support fundraising / marketing /sales initiatives. • Proven track record of securing donations from corporate or HNWI supporters • Experience developing business, account management plans and budget management. • Experience managing and cultivating clients/partnerships and exceeding targets • Excellent written and oral communication skills and the presence to communicate to a variety of audiences. • Excellent account management skills • Strong negotiation skills • Excellent project management skills. • An effective team player with excellent interpersonal skills • A good understanding of the key features of Corporate Fundraising including key compliance considerations and trends in the sector • Strong IT skills including Word, Excel and PowerPoint
<p>Key Competencies & Behaviours</p>	<ul style="list-style-type: none"> • Creative and entrepreneurial, identifies and maximises opportunities • Self-starter and self-motivated, with ability to work both independently and collaboratively with team members and colleagues across Help for Heroes • Personal, professional and able to comfortably communicate with a variety of stakeholders, tailoring communication and influencing style accordingly • Excellent at building and nurturing relationships, strong customer care ethos, understanding, empathetic • Displays a positive, empathetic, patient, polite and friendly manner • Displays the highest levels of integrity, confidentiality and commitment • Calm under pressure, excellent multi-tasker and project manager • Flexible and responsive as priorities and requirements change, effectively seeking solutions and solving problems, empowering others to do the same

- Demonstrates strong skills in prioritisation and time management
- Analyses information quickly and communicate in a concise and articulate manner
- Works within a range of environments and working cultures, adapting personal style accordingly
- A passion for supporting wounded veterans and their families
- Flexible re. hours of work
- Able to travel to partner locations for meetings

Model our Values. We are:

Innovative-Collaborative-Authentic-Resourceful-Energetic

I have read and understood the Job Description:

PRINT NAME:

SIGNED:

DATE: