

JOB PROFILE

Basic Details	
Job Title: Corporate Partnerships Manager	Contract type: Permanent
Salary: £38,000	Hours: 35 hours per week (open to flexible working)
<p>Key benefits:</p> <ul style="list-style-type: none"> • Remote-first working • Leave - 25 days per year (rising to 30 with continued service). • Company Pension • We also focus on staff wellbeing, training and development, and support you with your volunteering. <p>See our benefits list for additional detail</p>	<p>Location: This role is open to remote, hybrid, or office-based working, with occasional travel to in-person meetings/training/events at our office in Bermondsey, London or other UK locations.</p>
<p>The Chartered Institute is proud to be an Equal Opportunity Employer committed to a diverse and inclusive workplace where we can all be ourselves and succeed on merit. We particularly welcome applications from those who are significantly under-represented in our sector, such as disabled people and individuals from Black, Asian and Minority Ethnic communities.</p>	
About the Chartered Institute of Fundraising	
<p>The Chartered Institute of Fundraising is the professional membership body for UK fundraising. We champion our members' excellence in fundraising. We support fundraisers through professional development and education. We connect fundraisers across all sectors and skill-sets to share and learn with each other so that together we can best serve our causes and communities both now and in the future.</p>	
Role Background	
<p>The post-holder will support the Head of Membership Engagement in the overall development and delivery of commercial revenue streams at the Chartered Institute of Fundraising. This will include all current sponsorship for conferences, including our flagship Fundraising Convention, corporate membership, and strategic partnerships.</p>	
Reporting Structure	
<p>Reports to: Head of Membership Engagement</p>	

Job Description

Job purpose:

- Recruiting, retaining, and developing corporate members.
- Identifying and securing new sponsors and exhibitors for the Chartered Institute's event business, including one-day conferences, webinars, and Fundraising Convention.
- To identify, secure, and nurture long-term strategic partnerships.

Key Accountabilities

- Work and support the Head of Membership Engagement across the following income streams:
 - Fundraising Convention: Responsible for the overall management of expo – planning, sales and invoicing;
 - Fundraising Convention sponsorship: lead on this and assist the Executive Director when required;
 - One-day conference sponsorship and expo: to be partnership lead on day-to-day conference sponsorship sales including print advertising;
- Develop partnership support for the strategic objectives of the Chartered Institute;
- Work with the Membership Team, supporting all areas of membership where required;
- Strategic corporate partnerships: Work with key clients and provide support for the Chartered Institute of Fundraising's portfolio of events, including Group events.

Business Development

- To be client-focused and visible in the marketplace with sponsors and supporters.
- To create a plan for growing expo, conference, and corporate supporter revenue.
- To work with the Head of Membership Engagement and Executive Team to highlight potential new partners and create a strategy to increase support from existing customers.
- To work closely with the Professional Development Team to maximise all revenue-generating opportunities.

Financial

- Work closely with the Finance Team to maintain accurate reporting of revenues.

Marketing

- Work with the Marketing Team to ensure all commercial opportunities are optimised across all promotional materials.

Administration

- To collate all materials and information from all Fundraising Convention sponsors.
- To manage the Convention expo pack and any administrative requirements of Fundraising Convention exhibitors.
- To attend Fundraising Convention and provide administrative support to all sponsors, exhibitors and partners as required.
- To be responsible for the overall management of the Fundraising Convention exhibition, including planning, sales, and invoicing.
- Any other administrative duties required to deliver the partnership strategy.

Other

Accountabilities also include a responsibility on behalf of the job holder to undertake any other duties that are relevant to the job as requested by their line manager.

Person Specification	
Experience & Skills	<ul style="list-style-type: none"> • Able to demonstrate the development of effective commercial relationships and sponsorship. • Effective communication skills. • Effective and efficient organisational skills. • Understanding and experience of working in events environments. • Interest in the charity sector and the role of professional fundraising. • Computer literate (competent user of Microsoft Office suite and databases and CRMs to track and share records). • Able to simultaneously contribute to strategic development and deliver operationally. • Able to demonstrate use of initiative to problem-solve and find solutions. • Aware of new trends and areas for growth and able to react to them. • Able to demonstrate strong commercial acumen. • Able to demonstrate effective communication skills, both written and verbal. • Able to collaborate effectively with people at all levels, internally and externally. • Sound budget management skills.
Attributes	<ul style="list-style-type: none"> • Keen and able to work effectively with other team members. • Driven by results and able to work to deadlines and targets. • Customer-focused – always looking to deliver a great experience for members and partners. • Can generate ideas for new events, content, and ways of engaging key accounts. • Enthusiastic about promoting the work of the Chartered Institute to key audiences to achieve engagement and commercial success. • A confident and helpful team member who can interact well with others and has a ‘can do’ attitude. • Strong attention to detail. • Effective interpersonal skills. • Positive approach to problem-solving and solutions-focused. • A confident self-starter who can work independently. • Strong organisational and planning skills. • An understanding of and commitment to the values of the voluntary sector.
Reflecting our values	<p>Passionate: takes pride in what we do and is driven by success.</p> <p>Professional: champions and achieves high standards and is governed by professional integrity.</p> <p>Enabling: helps and is empowered to take ownership, find solutions, make decisions and collaborate.</p> <p>Enterprising: open to new solutions and committed to delivering where we already excel.</p> <p>Respectful: honest and fair and treats everyone with consideration and respect.</p>
Circumstances	Able to work outside office hours on occasion.