

Job description:

Corporate Partnerships Officer

Reporting to:	Senior Corporate Partnerships Officer
Staff responsibility:	None
Salary:	£27,250 per annum plus £2000 London weighting if applicable (home address within M25 perimeter/regardless of how often travel is required into the office/pro rata if part-time) Contributory pension scheme.
Location:	Flexible location but with the requirement to be in the London office a minimum of once a month.
Holiday entitlement:	27 days plus three discretionary days between Christmas and New Year and statutory holidays.
Terms and conditions:	Permanent. Full time, 35 hours a week. The post holder may be required to work some evenings and weekends. Time off in lieu will be given in line with the charity's policy.
Contract:	Permanent contract. New starters will be subject to a six month probationary period.

About Bowel Cancer UK

We're the UK's leading bowel cancer charity. We're determined to save lives and improve the quality of life of everyone affected by bowel cancer. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care.

We employ around 90 staff based in England, Scotland, Wales and Northern Ireland. Thanks to the generosity of our community, we're in a privileged position to grow our staff team to deliver our ambitious five-year strategy, On a Mission. There are huge challenges facing bowel cancer patients across the UK and our community needs us now more than ever. We're building a strong and united team to bring us closer to a future where no one dies of bowel cancer.

Job summary

We're looking for an enthusiastic Corporate Partnerships Officer to join our small but mighty Partnerships and Philanthropy fundraising team. The team is made up of seven fundraisers focusing on securing high-value gifts with big impact, both from companies and from trusts and foundations. Our perfect candidate will ideally have previous experience in fundraising and relationship management and will be confident in growing and managing a fundraising portfolio. We're looking for a great relationship builder, someone who is self-motivated and creative with excellent research, writing, presentational and organisational skills.

In this role, you'll work closely with our Senior Strategic Partnerships Manager and Senior Corporate Partnership Officers, to manage our portfolio of corporate partnerships, maximising income and benefits through the delivery of excellent partnership stewardship and a great supporter experience. You'll have your own portfolio of partnerships as well as new business pipeline, including Charity of the Year collaborations, event management and support, partnerships with pharmaceutical companies and sponsorship and Cause Related Marketing (CRM) opportunities.

You'll be instrumental in helping our team to reach our ambitious fundraising targets and ultimately improving the lives of everyone affected by bowel cancer.

Main responsibilities

Delivering quality account management

- Managing relationships with your own portfolio of existing corporate partners, providing day-to-day management and support to maximise the impact and funds raised
- Providing hands on support for the Senior Corporate Partnership Officers with the stewardship and delivery of their larger, strategic corporate partnerships
- Ensuring high-quality events management. This includes supporting participants in events and ones that companies are running on our behalf
- Demonstrating excellent stewardship, keeping in regular contact with partners via email, phone calls and meetings building strong, trusted relationships
- Celebrating our partners by making sure they are thanked for any support and receive compelling and timely reports and updates on the charity's work

- Offering partners inspiring opportunities to connect with our work, such as challenges, arranging awareness talks or attending events

Securing new business

- Supporting the Senior Strategic Partnerships Manager and Senior Corporate Partnership Officers to build a pipeline of companies with the strongest alignment and biggest potential to make a difference to the bowel cancer community
- Identifying, researching, and generating new funding opportunities up to a partnership value of £15k
- Proactively securing meetings with prospective supporters and seek new opportunities within your existing portfolio
- Leading compelling and impactful proposals and presentations for your prospects
- Supporting the creation of a suite of compelling resources that demonstrate the benefits of partnering with the charity
- Where and when appropriate, maximise support for the charity through the receipt of gifts in-kind or pro-bono support

Working collaboratively

- Working closely with other teams – e.g. Services, Comms, Events, Research – to gather information and maximise the right opportunities
- Working on projects to enhance the performance of the Partnerships and Philanthropy team. For example, improving our storytelling and stewardship
- Support the Senior Strategic Corporate Partnerships Manager and the Senior Corporate Partnerships Officer's by helping with the creation and delivery of proposals, pitches and stewardship for our larger partnerships

- Working closely with the Team Assistant who supports the team across the board. For example, by completing prospect research and due diligence
- Supporting the briefing of senior stakeholders for partnership-related speeches, meetings, events etc
- Ensuring our team's comms and collateral most impactfully articulates our case for support and best supports the needs of our partnerships
- Keeping on top of external trends and attending external networking and training events where relevant

Keeping organised and driving innovation

- Maintaining excellent records of your work such as keeping our database up to date, following and enhancing processes
- Feeding into monthly reporting against objectives, quarterly reforecasting and income and expenditure budget
- Contributing to the ongoing development and execution of the Corporate Partnerships Strategy

Other duties

- Developing and maintaining an understanding of the charity's work and the needs and circumstances of people affected by bowel cancer
- Representing the charity at corporate partner events as required
- Undertaking any duties as requested by the Senior Strategic Partnerships Manager and the wider team

Person specification

Qualifications and experience

- Experience of working within a fundraising or partnerships team is desirable

- Experience of new business and/or sales targets, process and delivery is desirable
- Experience of contributing to team income targets and delivering against agreed implementation plans
- Knowledge of corporate/ charity partnerships and/or brand partnerships

Knowledge, skills, and abilities

- Excellent presentation and communication skills
- Strong written communicator, with the ability to create compelling and innovative proposals and applications
- Strong time-management and prioritisation skills, with the ability to manage a varied workload, prioritising competing demands
- Excellent project management skills with the ability to work in a participative, cross-organisational way
- Ability to work collaboratively across multiple teams, understanding different motivations and winning others over
- Strong research skills and the ability to action insight to secure new business
- Confident monitoring income and expenditure
- Competent in using a customer relationship management database, such as Raisers Edge, with excellent IT skills in Word, Excel, PowerPoint and Outlook

Personal qualities

- Self-motivated with the capacity to work on own initiative, whilst being a collaborative team-player

- Creative thinker with an ability to use your imagination to secure new business, or problem-solve
- High attention to detail
- Friendly open manner and the ability to communicate with and to a wide range of stakeholders
- Understanding of and commitment to the values, aims and objectives of the charity, including equal opportunities and anti-discriminatory practice

Safeguarding

Safeguarding is everyone's responsibility and we're committed to safeguarding children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Successful candidates may be subject to either a satisfactory, basic or enhanced disclosure from the Disclosure and Barring Service (DBS - UK), (PVG – Scotland) or Access (NI) dependent upon the role. There is no cost to you and will be processed on your behalf.