



## Job Description and Person Specification

<b>Job title:</b>	Senior Corporate Partnerships Manager (New Business Specialist)
<b>Location:</b>	Flexible working, mainly home-based with potential for some office working in London
<b>Travel required:</b>	From time to time, as necessary for the completion of the role. Minimum 4 times per year for all staff meetings.
<b>Contract:</b>	Full time/Part time (0.8 to 1.0 FTE) Permanent
<b>Salary grade range</b>	Senior Manager (£40,000-£45,000)
<b>Reports to:</b>	Head of Fundraising
<b>Direct reports:</b>	This post has no line management responsibility
<b>Criminal Records Check:</b>	None required

### About Changing Faces

Changing Faces is here for everyone with a scar, mark or condition on their face or body. We provide life-changing mental health, wellbeing, and skin camouflage services. We work to transform understanding and acceptance of visible difference, and campaign to reduce prejudice and discrimination.

We won't stop until everyone with a visible difference or disfigurement is supported and respected.

### Overall Purpose of the Role

Changing Faces is seeking a skilled and dedicated individual to join our Fundraising Team as a Senior Corporate Partnerships Manager. We are actively seeking a New Business Specialist to help us grow corporate partnership income at Changing Faces. This role will be 90% focused on new business with a 10% account management split.

You need to have an excellent network of corporate funders and a proven track record of successfully bidding, winning and managing corporate fundraising partnerships. You will have excellent communication and relationship building skills along with plenty of creative ideas to engage potential partners and win pitches.

## Key Activities

Key responsibilities include:

1. Identify, cultivate, and secure new partnerships that align with our mission and strategic objectives.
2. Secure new corporate partnerships including corporate foundations, Charity of the Year, cause related marketing and strategic partnerships.
3. Be a senior brand ambassador for the charity, engaging and developing effective relationships with a wide range of stakeholders, both internally and externally.
4. Build a robust pipeline of partnerships opportunities.
5. Develop stewardships plans for top prospects, including Changing Faces senior leadership and trustee engagement.
6. Manage our existing small number of corporate partnerships, providing excellent stewardship to deliver agreed income targets.
7. Produce bespoke, persuasive and high quality proposals, pitches and campaigns to secure new partnerships year-on-year.
8. Produce, build and maintain a detailed yearly pipeline and budget for Corporate Partnerships for the financial year.
9. Work with the Head of Fundraising to develop a new corporate partnerships strategy.
10. Ensure accurate records are maintained on Changing Faces' database.
11. Provide excellent donor support, care and customer service.
12. Deputising for the Head of Fundraising as required.

### **Other**

1. Undertake any other roles or responsibilities that may be reasonably required.

## Person Specification

Criteria	Essential or Desirable
Experience of working in a corporate partnerships/corporate social responsibility/marketing/sales environment.	E
Experience of winning and delivering major charity & corporate partnerships (£50-100k+).	E
Experience of pipeline development	D
Experience of hitting financial targets.	E
Experience of writing compelling copy, pitches and campaigns to secure new partnerships.	E
Experience of creating and delivering winning pitches and stewarding relationships to deliver income targets.	E
Ability to work effectively, collaboratively and sensitively with a wide range of stakeholders and service users	E
Strong commitment to Changing Faces values, vision and purpose and to keeping the voices of people with visible differences at the heart of all work	E
Ability to work collaboratively across the organisation with key internal stakeholder and Trustees, as required.	D
Willingness and ability to work flexibly in response to changing organisational requirements	E