



## Corporate Partnerships Officer

<b>Job Title</b>	<b>Corporate Partnerships Officer (Maternity cover)</b>
<b>Location</b>	Flexible, home-based work. Some travel to attend meetings in London and other cities
<b>Contract</b>	1 year fixed term (maternity cover) with possibility of extension and permanent role
<b>Hours</b>	5 days
<b>Salary</b>	£31,200

### About Chapter One

Chapter One is a small but growing charity, working to ensure that every child has 1:1 reading support at the time they need it most.

Our unique **Online Reading Volunteer** programme currently supports about 3,000 children a year. It pairs disadvantaged, struggling five to eight-year old (KS1) readers with reading support volunteers who come from over 140 local and national businesses. The volunteer ask is very focused: readers commit 30 minutes a week to read with a child using a bespoke digital platform for an entire academic year. The results are transformative, boosting children's reading confidence and ability.

We have set ourselves ambitious targets to support thousands more children by 2029, and this role, with responsibility for building new corporate partnerships, and stewarding and nurturing our existing corporate partners, will be crucial to ensuring that we have sufficient volunteers to achieve this target.

For more information about our programmes please visit our [website](#). Please also take some time to visit our social media channels and [watch our videos](#).

### About the role

Chapter One is seeking a proactive, energetic and enthusiastic Corporate Partnerships Officer to be an integral part of a team which aims to both maximise corporate income and deliver an excellent partner experience.

Reporting to our Corporate Partnerships Manager, but also working closely with our Business Development Manager, you'll support them both to deliver our annual volunteer targets and maintain our strong partner retention rate (currently 88%). This will involve supporting both the identification, acquisition, and onboarding of new partners, but also the account management of a portfolio of existing partners.

This is a new role within Chapter One and is an opportunity for an early career professional to learn about charity-business partnerships communications in a dynamic, small charity which is flexible and agile.

## **Key Responsibilities**

### **Partner Recruitment**

- With support from the Business Development Manager, proactively source, research and contact potential new corporate partners in order to achieve annual new partner targets
- Use LinkedIn Sales Navigator and other relevant platforms to focus and target prospect research
- Prepare and tailor communications for prospective new partners, including research on their CSR strategy and its alignment with Chapter One's mission
- Ensure the prospective new partner pipeline is proactively managed on Salesforce
- Research relevant intermediaries and groups with which Chapter One could build 'broker' relationships
- Research relevant events and conferences that Chapter One team could attend to network and/or speak
- Ensure Chapter One information on external volunteering platforms is kept up-to-date

### **Partner Stewardship and Onboarding**

- As determined by the Corporate Partnerships Manager, lead the account management of a selected portfolio of corporate partners, achieving annual retention and growth targets for these partnerships
- Conduct regular partnership meetings, including mid and end of year reviews, proactively seeking out new opportunities that will maximise income and retain and grow partner support
- Support the Corporate Partnerships Manager to produce high quality written communications, reports and pitches as per the requirements of each partner, collaborating with the Admin and Data teams as needed
- Lead volunteer recruitment meetings as requested by partners, including presenting the programme to prospective volunteers and creating excitement and interest
- Work closely with the Corporate Partnerships Manager to ensure that partner onboarding is a smooth and positive experience
- Work with the Corporate Partnerships Manager and Marketing and Communications Manager to ensure that companies and volunteers have access to an array of promotional assets and recruitment materials for volunteers
- Ensure, in conjunction with the HR and Finance Assistant, that partners are invoiced for their Chapter One donations accurately and in a timely manner
- Encourage corporate partners and volunteers to promote Chapter One through their own social media and channels.

### **General**

- Oversee and maintain specific Account Management related processes, including recording of activity on the Salesforce CRM and internal databases
- Conduct administrative duties as required to support the Business Development Manager and Corporate Partnerships Manager
- Research Charity of the Year opportunities and prepare applications
- Attend conference and events to represent Chapter One's and talk about its work
- Support the organisation of online and in person partner events

**We are looking for some of the following attributes, though you might be more experienced in some areas than others:**

- A commitment to Chapter One's mission and values.

- Experience of account management of Corporate Partnerships or equivalent relationship-based roles in a fundraising, events, sales or marketing environment
- An ability to create compelling written pitches, ensuring messaging and brand are consistent
- Outstanding presentation skills, with the ability to excite and inspire an audience
- Excellent interpersonal skills with the ability to build relationships with business professionals at all levels
- Excellent organisational skills and attention to detail
- An understanding of CSR/social value and employee engagement
- An understanding of social media platforms, particularly LinkedIn.
- Able to take personal accountability for own workload and for delivery of targets
- A 'can do' and flexible approach with an ability adapt to changing priorities
- Awareness of the importance of data security best practice and GDPR regulations when processing a range of stakeholder data
- Highly computer literate, particularly in Excel, with hands-on experience of using Google suite and platforms and tools such as Salesforce CRM, Mailchimp, PowerPoint and more.

**You'll be more successful in the role if you have:**

- Experience of using digital marketing platforms
- Experience of working in the charity/non-profit sector

**How to Apply**

Please send your CV (maximum 2 A4 sides) and a covering letter via Charity Jobs. Your covering letter (maximum 1 side of A4) should include:

- 1) Your relevant experience, including clear examples.
- 2) Tell us about a partnership that you have initiated or been involved with and what you did to make it succeed.
- 3) Tell us about how our organisational mission is in line with your values.

Applications that fail to meet these criteria will automatically be discounted. We want you to have every opportunity to shine and to show us your talents—please let us know if there is anything we can do to make sure the assessment process works for you.

*Chapter One is an Equal Opportunity Employer. We value and celebrate diversity in backgrounds and experience and are deliberate about the kind of teams we are building. Literacy is a universal concern, and we need people from all backgrounds to maximise our innovation, creativity and impact. We especially welcome applications from persons who have experienced disadvantage and/or from those who are of Black, Asian and Minority Ethnic communities who are currently underrepresented in the organisation.*

*Chapter One is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service disclosure. Copies of our Safeguarding Policy and Safer Recruitment Policy are available on request.*