



**Ambitious
about Autism**

Corporate New Business Manager

Job description, 2024

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Job description

Job title	Corporate New Business Manager	Team	Fundraising
Job band	£39,993 - £46,858 (depending on skills and experience)	Reporting to	Head of Corporate Partnerships
Hours	35 hours per week, 9am-5pm. Hybrid working – one day per week in the office on average.	Line manages	One line report

Approved by: Director of External Affairs and Development

Updated: July 2024

Role purpose

The overall purpose of this role is to work closely with the Head of Corporate Partnerships to sustain and grow corporate partnerships income. Corporate partnerships have been a key area of fundraising growth for AaA in the last 5 years. Award-winning partnerships with Marsh McLennan, Vanish and TalkTalk, as well as AaA's highly successful Employ Autism programme, have played a part in this growth.

This post-holder will build on these successes to secure and deliver new corporate partnerships. These are likely to be a mix of employee-led fundraising, sponsorship, cause related marketing and strategic partnerships in collaboration with the Employ Autism team.

Employ Autism enables corporate partners to access autism-awareness training and join our internship programme, thereby bringing young autistic talent into their organisations. This post-holder will package and promote this programme as a means of widening AaA's corporate partnership mix.

Key accountabilities and dimensions

- Identifying and cultivating corporate prospects
- Securing income from new corporate partners through written applications and pitches
- Securing new long-term strategic partnerships with nationwide businesses

Key objective of this role:

- Deliver new business in line with corporate partnerships strategy

Business Development:

- Manage and continually develop the prospect pipeline, researching decision-makers, companies, and sectors with an affinity for our work
- Devise innovative means of accessing and engaging companies
- Produce high-quality written proposals and pitch materials
- Deliver well thought out, persuasive pitches to prospective supporters alongside

- supporting senior team to deliver pitches they are included in
- Work with the Employ Autism team to triage corporate opportunities presented through the employability and training programmes. Assess each opportunity and progress accordingly
 - Work as part of the wider Directorate by sharing knowledge and opportunities
 - Build and maintain effective relationships/maximise corporate participation with current and prospective supporters, through regular virtual and face to face contact, invitations to events and ongoing engagement with our cause
 - When relevant research and map networks across Ambitious about Autism board members and senior volunteers, including the Business Friends. Where appropriate, engage them in specific corporate approaches
 - Negotiate on partnership terms and put contracts and agreements in place

Finance and reporting:

- Manage budgets, monitoring performance continually and successfully managing risks as they arise
- Assist in the development of quarterly reforecasts and reports. Track, analyse and report on corporate fundraising results and measure, manage and report performance using agreed performance measures

Additional duties:

- Represent Ambitious about Autism to external audiences
- Build excellent working relationships across the organisation
- Operate within Charity Law and Data Protection legislation and adhere to the Fundraising Regulator Code of Fundraising Practice
- Provide support to other fundraising colleagues as required
- Attend and work at fundraising events which may include some evening and weekend hours
- Ensure accurate and accessible record keeping of all activity and relationships and effective use of database (currently Raiser's Edge but under review)
- Undertake any other appropriate responsibilities that may arise

Safeguarding and Safety:

- Ensure risk assessments and emergency plans are in place and reviewed for all events and activities
- Ensure safe working practices

Key working relationships:

- Head of Corporate Partnerships
- Fundraising colleagues
- The wider External Affairs and Development Directorate
- CEO and Executive Leadership team where appropriate
- Business Friends – our group of committed industry professionals

Other duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of

children and young people.

- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

The role description is not an exhaustive list. The post holder may be required to undertake other duties commensurate with the role as requested and agreed with their line manager.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Degree level education or equivalent work experiences within Corporate Partnerships	X
2. Substantial and demonstrable track record of working successfully with corporates – including acquiring and maximising relationships	X
3. Good, demonstrable knowledge of the commercial sector and how to access decision makers	X
4. Ability to work independently, using own initiative and creativity, where required, in particular in developing the corporate fundraising products and tools	X
5. Working with staff in other teams to achieve objectives	X
6. Experience of working with Microsoft Office package, e.g. Excel etc	X
7. Working knowledge of a database (e.g. Raiser's Edge)	X
8. Understanding of legislation, regulations and financial issues relating to fundraising	X
9. Enthusiasm and commitment to Ambitious about Autism's mission and values	X
10. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
Personal attributes	
11. Excellent interpersonal skills with the ability to inspire, engage and develop strong relationships at all levels, including at a senior level	X
12. Excellent presentation skills, representing the charity in a range of settings, to a range of internal and external audiences	X
13. Excellent written skills for sales proposals, applications and donation asks to external parties	X
14. Able to work flexible hours occasionally, for example at evening or weekend fundraising events	X
15. Strong negotiation and influencing skills	X
16. Willing to travel occasionally, given appropriate notice	X
17. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

How to apply

Stage	Timescale
Closing date for applications	Wednesday 24th July 2024
Candidates informed of outcome of application	Thursday 25th July 2024
Interviews (these will be conducted online via Teams)	W/C Monday 29th July 2024

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, jaxford@ambitiousaboutautism.org.uk.

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.