

**Corporate Partnerships Account Manager – PT, 25hrs pw, FTE £32000 - £35000, flexible and hybrid, plus opportunities for ongoing L&D and training for sector related qualifications**

### **Background to The Upper Room**

Since the 1990s, The Upper Room charity in Shepherd's Bush has been committed to supporting people in West London who are either homeless or in extreme poverty. From handing out soup and sandwiches from the back of a car way back in the early days to serving around 33,000 free, home-cooked hot meals a year from a commercial kitchen and eat-in dining room, The Upper Room (TUR) has come a very long way.

In our ambition to do even more for the homeless in our community, we have added more support services over the years, such as casework to help with pressing issues such as accommodation, employability, residency and benefits, along with on-site access to mental and physical health professionals. In addition, our unique, award-winning UR4Driving initiative enables people with convictions to obtain driving licences and employability support in return for 80 hours of community volunteering – breaking the cycle of re-offending and helping participants to make an exciting new start in their lives.

The Upper Room has vision, ambition and also the talent to keep growing its capability, and now has two new, exciting and challenging roles to share with its community (please also see our **Fundraising Officer – Grants and Events** job). We are creating real 'make a difference' job opportunities for people who are as passionate as we are to make their own unique contribution to keep improving their community.

As a key enabler to our ambitious journey, we're now actively recruiting for a talented Corporate (Business to Business (B2B)) Partnerships professional, with a passion for creating financially productive B2B relationships, sharing TUR story and generating incremental corporate sponsorship and donations income. Reporting directly to the CEO you will have a great deal of freedom to undertake your role, develop your ideas and use your creativity in shaping and targeting the corporate packages that then convert into financial support. The role is also closely aligned with our 'Business Development Group' of local volunteer business people who meet each month to review and add their experience to our B2B activities

### **Job Purpose**

To create, manage and develop local business relationships for the ultimate purpose of creating incremental income from corporate donations, their participation in challenge events, corporate volunteering – or any other such activities that will encourage much-needed income for TUR.

### **Key Internal Relationships**

(All team colleagues but primarily) Line Manager - CEO, Fundraising Officer – Grants and Events), all Project Managers (PMs)

### **Key External Relationships**

Prospective and existing businesses (at both decision-maker and influencer level), key introducers such as West London Chamber of Commerce, other business networking groups

### **Key Activities**

- Create, manage and develop corporate relationships using a wide range of information sources (prospecting, proactive search, gaining referrals, networking) including – but not limited to, our membership of the West London Chamber of Commerce (WLCC) and other business networking groups
- Create, manage and develop a dynamic database of corporate prospects (pipeline activity) and partners using Microsoft online tools
- Create, manage and develop a library of sales and marketing material (collateral and presentations) for adaption to either segmented business groups or specific target prospects
- Maximise ‘face-to-face’ time with prospective corporate partners with a diary of fact-find and presentation meetings
- Qualify and align corporate partner needs/aspirations with TUR proposition to optimise the income opportunity (corporate visits, volunteering, challenge events, CotY, fundraising events, individual/payroll giving)
- Meet incremental income targets as agreed with the CEO
- Attend regular business networking events (which may require some early-morning and evening working, for which qualifies for TOIL)
- Create and deliver compelling presentations, sharing TUR story and the reasons why businesses should get involved, encouraging them to undertake their own fundraising activities on our behalf
- Work with the CEO on ‘Social Value’ Partnership bids.

### **Person Profile**

- You have a CV showing experience and a success record in a comparable role in either a charitable organisation (or CIC/non-profit) OR solid business to business sales/account management in a corporate business services environment
- Ideally living within our primary catchment area (W12 + c5miles, ideally with a good working knowledge of Hammersmith & Fulham, RBK&C, Brent, Ealing, Hounslow)
- A working understanding or a genuine interest in issues such as homelessness and the criminal justice/ex-offender system
- Driving licence and use of car (with appropriate business insurance) for business travel (if public transport is not the best method of transport at the time)
- Enthusiasm, compassion, a big work ethic, proactivity and goal orientation
- Experience of proactively creating and sustaining business relationships
- A track record in achieving sales or income targets
- Great interpersonal, teamworking, communication and presentation skills
- Excellent organisational, planning skills and a ‘we can do this’ attitude
- Experience of Microsoft applications – primarily, Word, Sharepoint, PowerPoint (or other presentation tools), Excel
- Experience in the charity sector would be useful but not essential, however you will need to be fully invested, passionate and 101% committed to what we do
- Preparedness to learn – and quickly, about our sectors

- Maybe you don't feel you tick all the boxes or you feel the above profile is not quite you BUT you'd still like be part of our outstanding work, we would still LOVE to hear from you – however the **below points are our most important criteria:**

*A passion for the causes we support, excellent interpersonal, communication and presentation skills, self-motivation, ownership, enthusiasm, an 'I can do this' attitude, an appetite to learn, willingness to support colleagues and be part of a 'we can do this' team*