

Corporate Partnerships Executive

Department: Fundraising

Location: Peace Hospice



Rennie Grove Peace

Reporting to: Corporate Partnerships Manager

About us

Rennie Grove Peace Hospice Care started formally operating in July 2023, through the merger of two successful organisations, Rennie Grove Hospice Care and Peace Hospice Care. We offer exceptional, specialised and highly valued care, serving our local community of people affected by life-limiting illness or bereavement, across Herts and Bucks.

Our merger is bringing together the best of both organisations so that we can:

- **Serve** – our communities with a wider range of services
- **Reach** – more local people
- **Strengthen** – our ability to secure more resources

To enable every local person to receive the care they need, when they need it, wherever they need it.

About the role



The purpose of this role is to assist the Corporate Partnerships Team to grow its strategic partners and corporate network. With a very loyal corporate supporter base for each Hospice this is a really exciting time to join our enthusiastic team to build on these relationships and develop new ones as Rennie Grove Peace Hospice Care.

Main duties and responsibilities



- Providing an outstanding level of account management for our strategic partners, sponsors and corporate supporters.
- Contribute to the acquisition of corporate supporters and partners through networking, researching and securing strategic partnerships that align with Rennie Grove Peace Hospice Care values.
- Contributing to the achievement of the annual income target by developing new business opportunities with commercial and strategic partners.
- Provide support at corporate events such as charity dinners and golf days.
- Acting as a Rennie Grove Peace Hospice Care ambassador, actively demonstrating our values and positively promoting the specialist care we provide.



What you'll do in the role

Fundraising – Account management

- Provide an outstanding level of account and relationship management for our corporate partners and their employees ensuring they are equipped to support and fundraise in support of Rennie Grove Peace Hospice Care.
- Promote and secure the support of corporate partners and their employees in our calendar of challenge and fundraising events.
- Manage the Corporate Partnership Programme and relationships with key members.
- Give presentations about the work of Rennie Grove Peace Hospice Care to inspire and support fundraising.
- Manage corporate sponsors for our key fundraising events and attend key fundraising events to manage our sponsor relationships.
- Maintain efficient and accurate database records in line with Rennie Grove Peace procedures to track and record all activity with our partners.
- Manage volunteers in accordance with the needs of the team for business research or at corporate events.
- Handle general corporate fundraising-based enquiries.
- Work across the charity with facilities and volunteering teams to secure corporate volunteering opportunities.

Fundraising – Growing our Corporate Network

- Attend regular local Chamber and networking events to grow and develop key corporate relationships and increase the visibility of Rennie Grove Peace Hospice Care.
- Work with Corporate Partnerships Manager and Corporate Volunteer researcher to reach out to new potential corporate supporters or strategic partners to support the development of the acquisition strategy.
- Promote and secure the support of new corporate partners to our Corporate Partnership Programme, and identify opportunities to add value to current partners.
- Utilise the database for prospecting, updating of records and account management opportunities.

Team Work

- Input to the corporate fundraising operational plans and activity plans in line with the organisational plans and budget.
- Develop key relationships with Community Fundraising team to maximise fundraising opportunities.
- Support the events team to secure corporate sponsorship for key flagship events.
- Develop key relationships with Marketing and feed into annual corporate comms plan.
- Establish and grow a strong Linked-In presence as a key Corporate Ambassador for Rennie Grove Peace Hospice Care

Professional/Personal

- A highly resilient, pro-active and enthusiastic attitude towards a varied workload.
- Work collaboratively across the organisation to build good working relationships.



- Attend and contribute to team meetings, sharing best practice and supporting team members where necessary.
- Understand and comply with all Rennie Grove Peace policies and procedures.
- Maintain required organisational standards for all mandatory training.
- Keep up to date with current legislation and any further professional training, relevant to role.
- Demonstrate ongoing personal and professional development in accordance with annual Individual Progress Review (IPR) system.
- Ensure that information (in any form) relating to patients, staff, volunteers, customers and supporters is protected and treated confidentially at all times and complies with current data protection laws.
- If handling patient data you should be aware of the Caldicott principles: You should be able to justify the purpose(s) of every proposed use or transfer. Don't use it unless it is absolutely necessary, and use the minimum necessary.

Health and safety

- Understand fire regulations and the action to be taken in the event of a fire.
- Report any accidents/incidents at work and record adverse incidents as appropriate.
- Follow all infection control policies and guidelines, ensuring staff appreciate preventing healthcare acquired infections and infection control is the responsibility of all.
- Adhere to the safeguarding of vulnerable adults and children's policies and procedures.

What you'll bring



Essential

- Experience or understanding of key stakeholder relationship management.
- Ability to network with and influence stakeholders across a range of seniorities.
- Ability to communicate effectively both verbally and in writing.
- An inspirational and positive attitude.
- Ability to work as part of a team.
- Excellent planning, organisational and implementation skills.
- Strong organisational skills.
- A good understanding of technology with a working knowledge of Microsoft office packages ie Word, Excel and Outlook.
- Sensitivity and understanding to the needs of the volunteers and customers, many of whom may have experienced Rennie Grove Peace services or be bereaved themselves.
- Be a perfect match with our values.

Desirable

- Experience of corporate fundraising.
- Experience of securing corporate partnerships in the charity or commercial sector.
- Experience of working alongside/managing volunteers.
- Experience of presenting at networking events.
- Knowledge of fundraising database/SharePoint.
- Strong problem-solving skills and able to implement new initiatives.



This role will suit someone who

- Has drive and enthusiasm to develop new trusting, empathetic and caring relationships across a wide range of stakeholders.
- Has excellent interpersonal skills.
- Is flexible, adaptable, resilient and willing to take a hands on role when needed.
- Can work autonomously and as a key member of the team.
- Can prioritise effectively and work under pressure.

A bit more about the role



Hours and location

- 37.5 hours a week (part time hours would be considered). The role will require occasional work outside these hours to attend fundraising event and activities.
- You'll be based in Peace Hospice, Watford with a day a week at Rennie House, Tring.
- Travel between all Rennie Grove Peace offices will be required as part of this role.
- There are currently opportunities for a flexible approach to office and home working to be agreed with your line manager.

Reporting lines

- You'll report to Lisa Meagher – Corporate Partnerships Manager
- You'll be working closely with Senior Corporate Partnerships Executives as well as the wider Fundraising and Marketing teams.

A few other important requirements of the role

- Manual handling and/or heavy lifting: Yes
- Full, current valid UK driving Licence: Yes
- Access to a vehicle which can be used for work purposes: Yes
- Car insurance, including business cover: Yes
- Disclosure and Barring Service Check: Not required

Other information

- This job description will be reviewed as part of your annual appraisal (IPR) and is not intended to be a complete list of responsibilities. To meet the ever-changing needs of the service you may be required to perform other duties within your capacity, appropriate with your grade, competence, professional qualifications, and general level of responsibility within the organisation.
- Rennie Grove Peace commits to:
Encouraging equality, diversity, and inclusion (EDI) in the workplace.
Creating an environment in which individual differences and the contributions of our staff, potential staff and volunteers are recognised and valued and people are treated with dignity and respect.
Applying the EDI Policy across all areas of recruitment, training, promotion, transfers, terms and conditions of employment, grievance and disciplinary procedures and decisions.
Employing the best qualified staff based on aptitude and ability regardless of their background, providing equal opportunity for the advancement of all, including promotion and training.



- Rennie Grove Peace believes in providing appropriate training and development for all employees and you're encouraged to attend appropriate courses (internal and external).
- Rennie Grove Peace provides a high-quality service thanks to the enthusiasm and commitment of both staff and volunteers. We expect all staff to work positively alongside our volunteers and demonstrate our values (currently in development.)
- You will carry out your duties according to our Rennie Grove Peace philosophy, always acting in such a manner to justify public trust and confidence and to safeguard the interests and confidentiality of individual patients and their families.
- You should be always aware of the confidential nature of our work of Rennie Grove Peace at all times.
- Rennie Grove Peace is a smoke-free organisation.

