



**Ambitious  
about Autism**

# Corporate Partnerships Manager

Job description, 2024

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# Job description

<b>Job title</b>	Corporate Partnerships Manager	<b>Team</b>	Fundraising
<b>Job band</b>	Band 5 - £39,993 to £46,858 (Depending on skills and experience)	<b>Reporting to</b>	Head of Corporate Partnerships
<b>Hours</b>	35 hours per week, 9am – 5pm, Monday to Friday (flexible working is considered)  Hybrid working – the postholder will be expected to come to our office (London, N10) or Marsh McLennan's London offices once a week	<b>Line manages</b>	Senior Corporate Partnerships Officer

**Approved by:** Director of External Affairs and Development **Updated:** January 2024

## Role purpose

We are seeking an exceptional Corporate Partnerships Manager whose initial focus will be on managing the final year of our ground-breaking strategic partnership with Marsh McLennan. The postholder will use the legacy of this partnership to secure and manage new corporate partners beyond 2024.

Marsh McLennan. and Ambitious about Autism (AaA) have been working together since 2021. It's an exciting time to join the partnership as we enter our fourth year together having raised £735,000 for Employ Autism, our flagship employability programme to date. Marsh McLennan have also made great strides in their journey to become an autism confident employer in the UK.

Originally this was a three year partnership, so we're delighted to have secured a partnership extension until December 2024, enabling us to achieve more together and create a lasting legacy.

The Corporate Partnership Manager role will oversee the year of this flagship partnership with key responsibility for: colleague fundraising and engagement activities, account management and reporting. As an experienced project manager, you'll work closely with AaA internal teams to deliver and execute all partnership objectives to a high standard. You will build on the success of the past two years, planning and leading our fundraising programme, liaising with stakeholders at all levels (at both Marsh McLennan and AaA), as well as identifying opportunities to gain external recognition for the partnership by securing awards and developing a robust exit strategy to ensure long lasting legacy.

This role would suit someone who shares our determination, recognises the value in strategic corporate partnerships and is attracted by the idea of working on a fast-paced, high-profile partnership within a growing and ambitious team.

The right person for the role will have the following attributes:

- **Strong Corporate Partnership experience:** working with large multi-year corporate partners (£1M) in particular around devising employee fundraising and engagement activities.
- **Fundraising and events experience:** Experience in developing successful large-scale hybrid (remote/ in person) fundraising events for large UK audience of 12,000+ colleagues that utilise existing company programmes such as matching gifts and volunteer rewards.
- **Strong communications skills:** shaping and writing compelling and engaging copy for key fundraising campaigns, monthly newsletters, bespoke toolkits, case studies, award entries.
- **Charity Champions:** experience of cultivating and growing an internal Charity Champions network across the UK, to assist in delivering key partnership messages, running webinars and offering 1:1 support to keep Charity Champions engaged
- **Account management:** delivering exceptional levels of account management taking responsibility for leading weekly calls with corporate, setting agenda and following up in a timely manner with key actions
- **Line management:** a motivating and supportive line manager, you will work closely with the Senior Corporate Partnerships Officer.

We have a strong new business pipeline in place and when our partnership with Marsh McLennan comes to an end in December 2024, you will work on our portfolio of other corporate accounts.

### Key accountabilities and dimensions

To account manage our flagship strategic corporate partner Marsh McLennan, supporting us to meet a £1m financial target (£735,000 raised to date), by devising robust hybrid fundraising activities achieve 25% employee engagement and create a meaningful legacy for the partnership.

### **Account Management and Development**

Working internally with a variety of teams and stakeholders (see page 5), you will deliver a complex, multi-faceted and engaging partnership across Marsh McLennan by:

- Delivering our partnership plan of colleague fundraising events; client events and celebratory final activities.
- Coordinating meaningful volunteering and participation opportunities
- Developing and delivering fresh hybrid fundraising ideas for 12,000+ colleagues that meet £1m income objectives based on the plan in place
- Maximising the legacy of the partnership – seeking opportunities to engage with clients and suppliers of Marsh McLennan, building insight and resources to attract new partners.
- Monitoring partnership performance, identifying and acting upon risk early
- Working closely with our Employ Autism team to drive engagement
- Seeking Pro Bono opportunities and overseeing output relating to these

## Finance and reporting

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

## Line management

- To line manage the Senior Corporate Partnership Officer, supporting them to deliver on the Marsh McLennan account and develop professionally.

## Key working relationships

### **Marsh McLennan:**

- Social Impact Programme Manager
- Global Director, Social Impact Partnerships & Programmes
- UK Social Impact Committee (senior leaders)
- Charity Champions (approx..70 contacts across 65 offices UK)
- Colleagues at all levels across the business (including CEOs, HR Directors)

### **Ambitious about Autism:**

- Employ Autism team
- Fundraising colleagues
- External Affairs, National Services and Finance teams
- CEO and Executive Leadership team where appropriate
- Ambitious about Autism patrons and ambassadors including the Ambitious Youth Network where appropriate

# Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Experience of managing a Charity of the Year/ strategic partnership	X
2. Significant and demonstrable experience of managing a high value (ideally six figure) strategic corporate partnership	X
3. Good, demonstrable knowledge of commercial sector and how to access decision makers	X
4. Demonstrable experience of supporter relationship management to aid retention, maximise income and secure repeat business	X
5. Experience of working independently, using own initiative and creativity, where required, in particular developing the corporate fundraising products and tools	X
6. Working with senior stakeholders and colleagues across the wider organisation to achieve objectives	X
7. Knowledge of legislation, regulations and financial issues relating to fundraising	X
8. Working knowledge of the CRM and data base system "Raiser's Edge" or similar Fundraising CRM databases	X
9. Evidence of excellent interpersonal, communication, presentation and training skills	X
10. Experience and ability to act as an ambassador for Ambitious about Autism	X
11. 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	
12. Ability to effectively prioritise a diverse workload in a changing and fast paced environment	X
13. Able to work flexible hours occasionally for example at evening or weekend fundraising events - when it is safe and appropriate to do so	X
14. Ability to work independently and resolve challenges, also knowing when to refer these senior stakeholders	X
15. Strong negotiation and influencing skills	X
16. 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	<b>Sunday 11<sup>th</sup> February 2024</b>
Candidates informed of outcome of application	<b>W/C Monday 12<sup>th</sup> February 2024</b>
Interviews (these will be conducted in person at Marsh McLennan's London offices)	<b>W/C Monday 19<sup>th</sup> February 2024</b>

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](mailto: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](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://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.