

Corporate Partnerships Manager (maternity cover) Job Description and Person Specification

Reporting to: Head of Corporate Partnerships

Location of work: Flexible, this post holder can be based at home, our London office or a hybrid approach working from home with office visits as required, we continue to seek to enable flexible and remote working. The role may involve some irregular travel throughout England and Scotland.

Contract type: Ideally full-time, 35 hours per week, although part time / flexible hours may be considered. The role will require occasional evening and weekend work

Contract Length: Fixed-term, 12 months

Salary: £37,500

BACKGROUND

Magic Breakfast is a registered charity providing healthy breakfasts to children and young people in the UK who arrive at school too hungry to learn, and expert support to their schools. Over 200,000 children and young people are on roll at Primary, Secondary, ASL / Special Educational Needs Schools and Pupil Referral Units that the charity works with, in disadvantaged areas of Scotland and England. Providing breakfast ensures that children start their school day with the energy and nutrition they need to be able to make the most of their morning lessons. Magic Breakfast also undertakes research, and campaigns for long-term solutions to end hunger as a barrier to learning.

If Magic Breakfast are to expand our reach to growing numbers of children, we need to continue to grow our fundraised income. Against this backdrop, we are looking for an experienced Corporate Partnerships Manager with a background in delivering high value, strategic partnerships within the private sector to join our Corporate Partnerships Team.

JOB PURPOSE

As the Corporate Partnerships Manager, you will be responsible for the management and delivery of some of the charity's most visible and multi-faceted partnerships that support our vision of ensuring that no child or young person is too hungry to learn. With significant corporate supporters like Amazon, Heinz, Kellogg's, Arla, Warburtons and many others, this is an exciting time to join Magic Breakfast and take ownership of a portfolio of partners and support the team's objectives

The role will work closely with the Head of Corporate Partnerships, other Fundraising and Development colleagues and cross-organisationally, to deliver high quality, mutually beneficial and impactful corporate partnerships unlocking and fulfilling opportunities to support our charity mission. Working collaboratively across the organisation to deliver best-in-sector corporate partnerships that meet multiple objectives and generate income.

In addition, you will support the development and delivery of our Corporate Partnerships team strategy; forecasting income from your partnerships, reporting and building the capacity of the account management function to enable maximise the potential of our partnerships.

KEY RESPONSIBILITIES

Account management:

- Provide excellent account management and stakeholder engagement, ensuring that partnerships are effectively stewarded, and objectives are met.
- In close collaboration with your corporate partners, produce and implement partnership development plans to maximise fundraising, engagement and added value potential.
- Where necessary, liaise with corporate partners and across the charity to launch new partnerships putting requisite processes in place to support their success.
- Seek opportunities to uplift and creatively add value to partnerships by having a thorough understanding Magic Breakfast's restricted and unrestricted funding needs, including our Gift in Kind requirements.
- Ensure all partnerships are well governed with clear partnership vision, objectives and KPIs, with governance structures in place to allow for co-delivery and evaluation of partnership activities.
- Lead partnership steering groups and apply matrix management principles to support partnership delivery across the charity, the corporate partner and any other relevant third parties.
- Identify and put proposals to partners that meet the evolving needs of the charity in order to support its strategic goals.
- Produce compelling and timely reports to all managed partners.
- Represent Magic Breakfast at partner events, being a champion for our charity.
- Ensure that accurate and up to date partner database records are maintained.

Internal working:

- Work closely with the Corporate Partnerships team and relevant stakeholders.
- Support the Account Management function of the team by leading on capacity-building strategies and projects to support the evolving needs of the team, our partners and the wider organisation.
- Work with wider Fundraising team to help create and deliver stewardship events, and identify referral opportunities (such as new major donors).
- Work closely with the Policy and Engagement team to maximise marketing and communications opportunities for the charity and make use of our corporate partnerships to amplify campaigning messages.
- Engage relevant internal colleagues across Service Delivery, People and Culture, Policy and Engagement and Finance and Performance to feed into partnership development and execution, as well as wider fundraising campaigns.
- Coordinate stakeholder school visits and work with the Volunteer Coordinator to deliver applicable volunteering and engagement activities for your partners.
- Take part in organization-wide working groups and projects to support the charity's strategic goals and initiatives.

Planning, reporting and due diligence:

- Support Head of Corporate Partnerships in accurately forecasting partnership income for each financial year, and ensure forecast income is updated monthly.
- Support Head of Corporate Partnerships by leading on the development of annual plans for account management activity.

- Carry out annual due diligence checks on partners to ensure they meet our criteria in our ethical fundraising policy, flagging any risks upwards for resolution.
- Ensure all partnership activity is carried out in line with the Fundraising Regulator's Code of Practice, and that signed documents are saved on Salesforce.
- Ensure all partnerships have appropriate contractual agreements in place with logo license fees included where appropriate.

Management responsibilities:

- Matrix manage, support and develop members of the Corporate Partnerships team, as appropriate, in line with Magic Breakfast's values, policies and procedures.
- Taking an active role in setting, delivering, and evaluating progress against the Corporate Partnerships team strategy and goals.
- Inform and support the development of the Fundraising and Development Team budget with understanding and oversight of the charity's overall budget and accounts. Effectively support the day-to-day financial management of the team.
- Take responsibility for the operationalisation of Magic Breakfast's policies and practice in relation to safeguarding, risk management, and GDPR across the team.

General:

- Contribute to team meetings, sharing best practice and supporting team members where necessary.
- Help to maintain a positive working environment; keeping the vision of Magic Breakfast at the heart of everything we do.
- Uphold a culture that keeps children and young people at the heart and encourages openness, collaboration, bravery, compassion and a solutions-focussed approach
- Work collaboratively across the organisation more widely to build good working relations across the organisation and provide ad-hoc support to other teams and members of staff.
- Adhere to all Magic Breakfast policies and procedures.
- Ensure that all activity is compliant with current legislation, GDPR and child safeguarding requirements.
- Participate in occasional work-related events at external venues and perform support related activities as required be willing to undertake occasional work outside of regular office hours and UK travel.
- Undertake any other duties commensurate with the role.

PERSON SPECIFICATION

Knowledge and Experience

- Up to date with corporate fundraising landscape, good working knowledge of account management and delivery of corporate partnerships through experience gained in charity or corporate sector.
- Good working knowledge of CSR/ESG drivers and delivering mutually beneficial partnerships.
- Track record of delivering securing six/seven-figure partnerships with a focus on high value strategic partnerships.
- Experience of conducting due diligence in the charity sector to ensure that all partners meet our ethical fundraising criteria.

- Experience in planning and delivering stewardship and employee engagement events.
- Experience of income forecasting, reporting and some strategic planning.
- Experience of line management desirable but not essential.
- Relevant professional training or qualifications in fundraising or related fields desirable but not essential.
- Experience negotiating and agreeing partnership agreements desirable but not essential.

Skills and Abilities

- Excellent written and verbal presentation and communication skills with the ability to influence and negotiate with strong attention to detail.
- Proven success of good stakeholder relationship-building and management (both internally and externally), with the ability collaborate effectively with a diverse range of individuals at differing levels of seniority.
- Outstanding time management and organizational skills with the ability to plan and prioritise multiple tasks simultaneously managing a varied workload and work under pressure to deadlines.
- A collaborative team player with the confidence to effectively contribute remotely across teams and departments and inspire others.
- High level of competency in the use of Microsoft Office packages and experience of using a fundraising database Salesforce or similar CRM for relationship management and income forecasting purposes.

Other

- Passion and commitment to Magic Breakfast's aim of alleviating morning hunger as a barrier to learning for children in the UK.
- Share Magic Breakfast's commitment to Diversity, Equality and Inclusion within the workplace.
- Willing to travel within the UK occasionally for meetings and other events.
- Experience of working for a charity, especially in the area of children and young people, desirable but not essential.