



**Ambitious  
about Autism**

# Corporate Partnerships Officer

Job description, 2024

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# Job description

<b>Job title</b>	Corporate Partnerships Officer	<b>Team</b>	Fundraising
<b>Job band</b>	£26,907 - £31,522 (depending on skills and experience)	<b>Reporting to</b>	Corporate New Business Manager
<b>Hours</b>	35 hours per week, 9am-5pm. Hybrid working.	<b>Line manages</b>	N/A

**Approved by:** Director of External Affairs and Development

**Updated:** August 2024

## Role purpose

To support the Corporate New Business Manager with the account management of corporate partnerships, generating fundraised income, and generate new income through securing new corporate partnerships.

You'll identify and cultivate corporate prospects, supporting on securing income through written application and pitches, whilst managing a portfolio of existing corporate partnerships.

## Key accountabilities and dimensions

### New Business:

- Build and maintain effective relationships to maximise corporate participation with current and prospective supporters.
- Support development and ongoing review of the prospect pipeline, researching decision makers, companies, and sectors with an affinity for our work.
- Identify and follow up on charity of the year and corporate foundation opportunities.
- Devise innovative means of accessing and engaging companies.
- Produce high-quality written proposals and pitch materials
- Represent Ambitious about Autism to external audiences.
- Build excellent working relationships across the organisation.

### Account Management:

- Manage a portfolio of small to medium sized partnerships (worth c£5k-75k p/a)
- Work with partners to maximise fundraising and other opportunities through excellent stewardship.
- Reporting to partners on the difference they are making to Ambitious about Autism.
- Organising volunteering opportunities for corporate partners.
- Contribute to developing persuasive pitches to prospective supporters, supported by the New Business Lead or other colleagues as appropriate.
- Work closely with the Employ Autism team to identify and approach potential
- Work as part of the wider Fundraising Directorate by sharing knowledge and opportunities with the Philanthropy and Events teams.

- Keep up to date records of activity on our Raiser's Edge database.

### **Finance and Reporting:**

- Feed into the team budgeting process through reconciling partnership income, providing reports to the Corporate New Business Manager as required
- Keep accurate and up-to-date records of activity on our database.

### **Miscellaneous:**

- 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 (TOIL provided).

### **Additional 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.

# 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. Demonstrable experience of working successfully with corporates	X
3. Effective communicator with good written and verbal communication skills.	X
4. Ability to work independently, using own initiative and creativity, where required.	X
5. Experience of supporter relationship management with a track record in building successful relationships and raising funds from companies.	X
6. Working knowledge of a database (e.g. Raiser's Edge)	X
7. Experience working with Microsoft Packages such as Excel, etc.	X
8. Enthusiasm and commitment to Ambitious about Autism's mission and values	X
9. 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
<b>Personal attributes</b>	
10. Excellent interpersonal skills with the ability to inspire, engage, and develop strong relationships at all levels, including at a senior level.	X
11. Excellent written skills for sales proposals, applications and donation asks to external parties	X
12. Able to work flexible hours occasionally for example at evening or weekend fundraising events	X
13. Willingness to travel, given appropriate notice	X
14. 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 1<sup>st</sup> September 2024</b>
Candidates informed of outcome of application	<b>W/C Monday 2<sup>nd</sup> September 2024</b>
Interviews (these will be conducted online via Teams)	<b>W/C Monday 9<sup>th</sup> September 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 is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

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