

JOB DESCRIPTION

Job Title:	Corporate Relationship Manager – 12-Month Maternity Cover
Team/Directorate:	Corporate / Fundraising
Salary range/pay band:	£32,000-£39,000 FTE (pro rata)
Reports to:	Lead Corporate Engagement Manager
Hours:	30 hours per week
Location:	Shooting Star House, Hampton and from home as agreed with line manager. Ad hoc working from Christopher's, Guildford.

Part 1: Job Profile

a) Main purpose of job

The post will be responsible for identifying and developing new and existing relationships with corporate partners and prospects to fundraise and generate income to assist the team in reaching agreed income targets.

b) Work relationships

The post holder will work closely with and report to the Lead Corporate Engagement Manager and will also work closely with the following:

- Existing Corporate Relationship Managers regarding managing corporate partners and supporting new business proposals.
- Head of Philanthropy and Partnership and the Major Giving Manager to support and maximise philanthropy and corporate trust opportunities.
- Challenge Events Team to deliver and promote a programme of activities that are tailored to the company's fundraising targets and objectives
- Heads of Care and Lead Nurses regarding hospice visits, and in hospice activities to make sure they are fully up to date on all aspects of our Care services in order to communicate effectively with partners, and when organising volunteer opportunities at the hospices.
- Communication & Marketing Team for support with proposals and presentations, key communications and digital activity
- Community fundraising team when passing over accounts for them to manage and for them to hand over leads
- Wider fundraising team in identifying opportunities to maximise income and other opportunities for SSCH.
- Retail team regarding organising activities within our shops
- Work with all SSCH teams for sourcing potential sponsorship and Gifts in Kind
- External contacts such as all corporate accounts, bespoke event organisers, 3rd party companies such as Pennies, Payroll giving agencies

c) Decision making authority

- To propose strategic partnerships, apply for charity of the year partnerships, approach companies that are interested in sponsorship and gifts in kind in conjunction with the Lead Corporate Engagement Manager
- To propose and implement new activities for our corporate partners including events, gifts in kind, and volunteering opportunities.

d) Scope of job

- Account Management
- New Business Development
- Sponsorship & Partnerships
- Strategic Planning
- Cross Team working

Part 2: Main duties and key responsibilities

a) Account Management – 40%

- Working with the Lead Corporate Engagement Manager and the Corporate Team to plan and implement strategies to maximise income and support from all agreed business partners whilst prioritising our most valuable partners
- Manage corporate partnerships, and one-off corporate events, ensuring that all opportunities are maximised and where possible more sustainable, longer-term funding is generated
- Managing accurate and effective administration systems, enabling good contact management and financial reporting for the team and updating the Lead Corporate Engagement Manager on a regular basis
- Responsibility for maintaining and developing an accurate database of activities to enable the effective reporting, monitoring and analysis of business relationship management activity and achievements

b) New Business Development – 25%

- Proactively identifying, researching, prioritising and making effective approaches to corporate prospects in relation to the spectrum of Corporate Social Responsibility activities - Charity of the year, sponsorship, donations and volunteering opportunities
- Planning, designing and presenting compelling presentations and proposals with assistance from the Communications & Marketing team for new business approaches and presentations
- Working with the Lead Corporate Engagement Manager and the rest of the corporate team, in preparing the corporate new business pipeline, ensuring an adequate supply of research prospects in their industry sectors are available to meet the team's income targets. Producing regular contact reports and updates for internal and external tracking of partnership progress

- Keeping accurate records of all correspondence with prospects and contacts on Raiser's Edge.
- Maintaining and developing an accurate database of activities to enable the effective reporting, monitoring and analysis of New Business activity and achievements.

c) Sponsorship and Partnerships 20%

- Plan proposals to approach existing /new partners to become sponsors of our key events
- Approach companies to obtain gifts in kind to help support the activities across the charity.

d) Strategic Planning – 10%

- Supporting the Lead Corporate Engagement Manager in the fulfilment of the team's strategy and team objectives
- Working with the Lead Corporate Engagement Manager to plan and implement strategies to secure new corporate support that have a potential value of over £5,000.

e) Cross Team working – 5%

- Working with fundraising colleagues to ensure understanding of account management needs of new corporate partners. This will involve regular meetings and account updates
- Keeping up to date with charity-wide best practice/policies relating to corporate engagement and fundraising activities by networking, attending presentations and peer to peer communications
- Work with all appropriate teams to get all relevant information when putting together applications and presentations

f) Other duties

- The post holder must be able and willing to get to/work in both hospices, Christopher's in Guildford, and our fundraising base at Shooting Star House in Hampton as required.
- The post holder should be prepared to attend meetings and events on behalf of SSCH in different parts of the country. Some meetings and events may be during evenings or weekends.
- The post holder will be required to apply for a Disclosure & Barring Service check

Please note this is not an exhaustive list of duties

a) Mandatory Criteria

The post holder will be working in a developing environment, and he/she will therefore be expected to undertake other appropriate duties as required for the effective operation of Shooting Star Children's Hospices.

1. Professional Codes of Conduct

The post holder will be required to respect professional codes of conduct and practice relevant to their role, as appropriate

2. Health and Safety

Responsibility for health and safety in the area under his/her control and ensure that he/she is familiar with SSC's policy on health and safety at work

3. Mandatory Training

The post holder will attend all mandatory training relevant to their role

4. Our values and behaviors

Shooting Star Children's Hospices is a leading children's hospice charity for babies, children and young people with life-limiting conditions, and their families. We require that all of our staff share our common values and display behaviors that will enable us to achieve our goal.

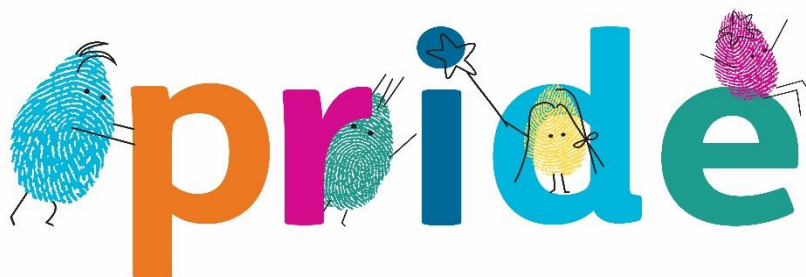
Professionalism – *we will safeguard our families, each other and our organisation by working to ethical and professional standards at all times.*

Respect – *We will treat each other with the utmost respect.*

Integrity – *We will be open, honest and transparent in all that we do.*

Diversity – *We will respect individuality and ensure inclusion and fairness to all.*

Excellence – *We will strive for excellence in all that we do.*



Part 3: Person specification: Qualifications, experience and skill levels

a) Qualifications

- Educated to degree level or equivalent job related experience
- Fundraising qualification- Desirable

b) Experience

- Has an excellent understanding of the way different companies work and apply their business principles and objective to develop effective propositions for support
- A track record in and clear understanding of new business fundraising, targeting and applying for partnerships in a systematic way that delivers sustainable success
- Demonstrable work experience within a corporate fundraising or comparable role.

c) Knowledge and Skills

- Being target driven, commercially focused yet understands the not for profit sector (E)
- Being a creative thinker; ability to find and recommend solutions quickly and efficiently (E)
- A proven ability to work proactively identifying new contacts and opportunities for development and a track record of identifying new prospects for funding through extensive research of business sectors (E)
- Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing (E)
- Highly developed negotiation and presentation skills (E)
- Experience in presenting business cases and strategies (D)

d) General attributes

- Being able to remain calm under pressure and manage stress in a positive and solution focused manner (E)

What we Offer

Pension scheme

- NHS Pension Scheme (eligible employees)
- Stakeholder pension scheme
- Employee contribution 3.5%
- Shooting Star Children's Hospices contribution 4.5%
- Additional contributions – we will pay 1% above the contribution up to a limit of 7%

Annual leave

- 35 days including Bank Holidays rising with length of service
- 2 weeks paid sabbatical leave after 5, 10 and 15 years' service

Contractual benefits

- Generous sick pay scheme
- Enhanced maternity, adoption, and paternity leave pay
- Flexible working arrangements
- Death in service benefits
- Reimbursed professional membership fees
- Eye care
- Employee referral scheme
- Blue Light discount card

Health and wellbeing

- Employee Assistance Programme
- Occupational Health
- Mindfulness sessions
- Cycle to work scheme
- Mental Health First Aiders
- Nutritionally balanced meals at Christopher's (free employees)

Equality, diversity and inclusion

Shooting Star Children's Hospice is committed to inclusion and diversity in everything we do. We know that getting things right is critical for us to live our organisation's values: Professionalism, Respect, Integrity, Diversity and Excellence.

We are always trying to improve our way of working to be more inclusive and equal. Our vision is for Shooting Star Children's Hospice to be a place where people of all backgrounds, groups and communities feel welcomed to work and volunteer.