

JOB DESCRIPTION	
Job Title	Corporate Partnerships Executive
Department	Fundraising
Reports To	Head of Corporate & Community Fundraising
Direct Reports	None
Key Relationships	<div> <div>Internal:</div> <div> Fundraising Team Comms & Marketing Team Finance Team CSR Team Retail & Warehouse Team Child & Family Team </div> </div> <div> <div>External:</div> <div> Newlife supporters Volunteers Retail customers Local and national corporate partners Retail donors </div> </div>
Location	Newlife is based in Cannock, Staffordshire. The role is suitable for remote working, with an expectation that the successful candidate will be able to work from our head office in Cannock part of the time and from home part of the time, in addition to conducting in-person meetings with supporters across the UK, as and when required.
ROLE PURPOSE	
<p>At Newlife we believe that disabled children should get the future they deserve. For over 30 years we have provided disabled children and their families with specialist equipment, growing to become the largest charitable provider of essential specialist equipment for disabled children in the UK and the only one offering an emergency response, delivering items directly to family homes within just 72 hours. We also run a free, national nurse-staffed helpline.</p> <p>Working as part of the Fundraising Department this role has responsibility for developing and growing income from new corporate partnerships, as well as optimising opportunities with existing corporate supporters. This is an important and exciting time to add your talents to the Fundraising team as we look to grow income over the next three years.</p>	
ROLE RESPONSIBILITIES	
<p>Delivery of new business partnerships:</p> <ul style="list-style-type: none"> • To work proactively to secure strategic opportunities that have long-term benefit to Newlife • To lead on pitches to secure funding from across the corporate fundraising mix, including longer-term strategic relationships, charity of the year partnerships, sponsorship and cause-related marketing campaigns. • To undertake research on corporate prospects, particularly by mapping and utilising existing connections and networks to establish new avenues of corporate support and to lead on these approaches. • To develop high-quality, compelling proposals, presentations and pitches for prospective partners. • To present the work of Newlife in a way which engages new corporate partners. • To develop, manage and grow relationships with new and established corporate clients to build sustainable income-generating partnerships. • To build effective internal relationships which maximise opportunity and income for Newlife. • To support the day-to-day running of the team by providing administrative support to your areas of responsibility such as: financial administration, office administration and database management. • To support the Head of Corporate and Community Fundraising with the development and implementation of the corporate fundraising strategy, income/expenditure budgets and operational plans. 	

Income generation:

- To deliver against income targets as agreed with the Head of Corporate and Community Partnerships.
- To ensure expenditure budgets are tightly controlled and savings made where possible.

Compliance and Best Practice:

- To ensure all fundraising practice is in line with current organisational guidelines and policies.
- To ensure own compliance with Fundraising standards and to keep abreast of key policies and regulations, affecting fundraising activity, including Fundraising Regulator, Chartered Institute of Fundraising, Charity Commission and HMRC.

Data information and compliance:

- To maintain high-quality data on the Charity's database, through timely data input, ensuring information is gathered and recorded in accordance with the requirements of the Data Protection Act and the Charity's Data Protection Policy.
- To maintain donor trust and confidentiality at all times.

Additional Responsibilities / Expectations:

- Undertake any duties commensurate with the post as requested and in accordance with all Newlife internal policies and procedures.
- Bring a positive, flexible, responsive and self-aware approach to work, working effectively both individually and as a member of the Newlife team.
- Show commitment to the Newlife culture, values and ethos.
- Commitment to on-going learning and development relevant to the role.

TEAM MEMBER REQUIREMENTS**Essential Requirements:**

- Experience of working in corporate fundraising, preferably in a new business environment or experience of working in a commercial marketing/sales position in a client-facing role.
- Experience of achieving and exceeding new business income targets.
- Experience of researching, prioritising and developing new strategic business partnership opportunities.
- Experience on the development and delivery of compelling proposals, presentations and pitches.
- Experience of account management: developing, managing and growing new and established corporate accounts to generate sustainable income; including building relationships with senior-level prospects and supporters.
- Ability to work independently within the role, under their own initiative and cooperatively as part of the Fundraising team.
- Ability to make decisions.
- Ability to prioritise and project manage multiple projects, ensuring all plans fit with Newlife and corporate partnership strategic goals.
- Ability to produce innovative, persuasive fundraising proposals.
- Ability to work from own initiative and independently with a flexible approach.
- Collaborative team player who is willing to share knowledge and support others
- The ability and willingness to work within, be empathic with and promote the ethos and values of Newlife
- The ability to work occasional evenings and weekends
- Hold a valid UK driving license and access to the vehicle

Desirable Requirements:

- Knowledge of fundraising law and practice.
- Experience of using a recognised CRM database.
- Member of the Chartered Institute of Fundraising

• OUR VALUES

Our Values:

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better.
- People at our heart - every day.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales