

Job description

Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland.

Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it.

Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Job title	Senior Corporate Partnerships Officer
Directorate	Fundraising
Team	Corporate partnerships
Job title of reporting manager	Senior corporate partnerships manager
Job title(s) of direct reports	n/a
Document created (month and year)	January 2024

Overview of directorate

The fundraising, communications, and engagement directorate at Breast Cancer Now is responsible for communicating, engaging, and fundraising to our key audiences across a range of channels; from people living with or beyond breast cancer and their loved ones, to supporters, corporate partners, policy makers and healthcare professionals. We create and deliver high-quality, engaging information and communications about breast cancer, the impact our work has and ways to engage with Breast Cancer Now. We're led by the voices of people affected by breast cancer and involve them and champion their views and needs across a range of communications and platforms.

We're working hard to build our brand to build awareness, trust, loyalty, passion, and affinity with people affected by breast cancer and to be here for everyone who needs us.

We're responsible for delivering c£40 million gross income annually through our fundraising. We fundraise through a broad portfolio of fundraising products, partnerships, and relationships, all with the aim of delivering sustainable income and valued relationships for supporters and for Breast Cancer Now for the long term. We work collaboratively across the charity to develop fundraising which shows the impact our supporters have and the change we want to see in breast cancer.

All our work, and our focus is to be here for *anyone* affected by breast cancer, with support for today and hope for the future.

Our directorate includes teams across:

- Brand, marketing, and communications
- Digital
- Press, PR and celebrity
- Individual engagement and supporter operations (incl. supporter experience)
- Community and events
- Corporate partnerships
- Philanthropy and special events

Job purpose

- This role sits within the account management team which raises over £1.5m a year through a variety of long-term partnerships across a number of sectors
- This role will be responsible for a portfolio of 5 figure partnerships from a variety of sectors. There will be a focus on delivering partnership development through both financial and shared purpose opportunities. The role will look to maximise current activity, explore new income streams, and explore strategic support that partnerships could provide to the charity
- This role will be a lead day-to-day contact for the partnerships in their portfolio, and also play a supporting role on some larger, strategic partnerships managed by the senior corporate partnerships manager
- In addition to the management of a personal portfolio of partners, we would expect this role to liaise across the team and wider organisation, to take and share learnings, and allow the partnerships team to work effectively across the organisation and ensure high quality activity

Key tasks and duties

- Provide first-class account management to a portfolio of mid-value multi-faceted partnerships across a range of sectors and with varying partnership objectives

- Proactively and independently explore opportunities and methods to increase partnership outputs (financial or strategic), helping to achieve Breast Cancer Now's strategic objectives for the benefit of people affected by breast cancer
- Build and facilitate strong relationships within each partnership, either directly or through stakeholder-mapping, ensuring that the business develops a relationship with the charity which transcends individual relationships
- Oversee the income and expenditure budgets of your portfolio of partnerships, working with the senior corporate partnerships manager and head of account management to highlight risk and opportunities, as well as setting budgets
- Support the senior corporate partnerships manager by taking a lead on key projects within their strategic partnership portfolio, to support the delivery of the partnership development plans
- Build an internal profile so that you can utilise key stakeholders to support partnerships within your portfolio
- Liaise with colleagues at Breast Cancer Now to ensure that we are utilising internal experience and resource for immediate needs and future development of the partnership
- Work alongside colleagues in the corporate partnerships team to share and take learnings from across the partnership portfolio, and leading on cross-organisational projects to benefit the wider team
- Keep accurate records through files and Breast Cancer Now's database, to collect information for the organisation
- To adhere to Breast Cancer Now's health, safety and wellbeing policy and procedure and all other HR-related policies and procedures
- To undertake any other duties that are within the scope and remit of the role and as agreed with your manager

Person specification

Qualifications and experience

It's **essential** for you to have the following qualifications and experience:

	Method of assessment	
	Shortlist	Interview
Of first-class account management on a range of partnerships or relationships, either from the not-for-profit or corporate sector.	x	x
Of working with a variety and high number of contacts, both internally and externally, to engage and secure support.	x	x
Of working on a variety of projects and the knowledge of how to simultaneously manage a wide variety of tasks.	x	x
Of supporting on budget management processes, meeting financial targets and KPIs for owned partnerships.	x	x
Of supporting on the development and delivery of shared purpose strategic partnerships.	x	x
Of setting up and delivering internal working groups, to support the development of your own or wider teams partnerships.	x	x

It's **desirable** for you to have the following qualifications and experience:

	Method of assessment	
	Shortlist	Interview
Of working in a fast paced, multi-faceted environment.	x	
Of directly managing a shared purpose strategic partnership	x	

Skills and attributes

It's **essential** for you to have the following skills and attributes:

	Method of assessment	
	Shortlist	Interview
Exceptional relationship management skills with the ability to manage a variety of stakeholders.	x	x
Exceptional written and verbal communication skills, with the ability to communicate and influence a wide range of audiences.	x	x

Strong organisational, project and time management skills with the ability to use own initiative, prioritise and demonstrate a problem-solving approach.	x	x
Demonstrable ability to work collaboratively across departmental boundaries.	x	x
Think in a clear minded fashion and manage a varied workload.	x	x
A proven ability to deliver against income targets and KPIs.	x	x
The ability to think creatively and to develop tailor made proposals to meet your partners' needs.	x	x

Knowledge

It's **essential** for you to have the following level of knowledge:

	Method of assessment	
	Shortlist	Interview
An understanding of the corporate fundraising sector and current trends.		x
An understanding of shared purpose partnerships and the benefits to both the organisation and Breast Cancer Now.		x

It's **desirable** for you to have the following level of knowledge:

	Method of assessment	
	Shortlist	Interview
An understanding of challenges faced across the corporate and charity sectors due to external environment.	x	
An awareness of the issues people affected by Breast Cancer can experience.	x	

Role information

Key internal working relationships

You'll work closely with the following:

- Corporate partnerships team, notably colleagues in the account management team as well the Asda and corporate engagement (new business) teams
- Research, support and influencing directorate to harness their expertise when engaging donors with the cause and looking for opportunities to increase support
- Brand, marketing and communications team; press, PR and celebrity team; digital and strategic insight team to build and maximise campaigns and activation and to identify future opportunities for strategic engagement of corporate partners
- Fundraising teams to ensure that the partnerships continue to deliver added value across Breast Cancer Now

Key external working relationships

You'll work closely with the following:

- Key contacts and senior teams at each of the partnerships in your portfolio
- Key contacts for relevant projects you're leading on within the senior corporate partnerships manager's portfolio

General information

Role location and our hybrid working model	<p>This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in:</p> <p>Ibex House, 42-47 Minories, London EC3N 1DY (open Monday to Thursday)</p>
Induction	<p>It's important you have a positive induction experience and therefore, you may be asked to consider coming into the office more frequently during your initial period of employment. This will enable you to get to know your manager and team colleagues quicker. This also allows you induction process to be meaningful and comprehensive, allowing for support to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above.</p>
Hours of work	<p>35 per week, Monday to Friday</p>

Contract type	Permanent
Medical research	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when they're no alternatives.
Conflict of interests	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.
Immigration, Asylum and Nationality Act 2006	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.

How to apply - guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as and for example, your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

January 2023
Review ongoing