

Corporate Partnerships Executive



Job Description

Reports to: Fundraising and Business Development Manager
Direct reports: None

Diversity Commitment

PACT is a supportive and respectful place where people are passionate about making a positive difference to the lives of women, children and families from many different backgrounds. We continuously look to progress the ways in which we create families and bring people together and encourage applications from people across all communities. We are committed to ensuring that our people and our services reflect the diversity of the communities we serve and applications from people from under-represented groups are particularly welcomed.

The Role

The Partnerships Executive will work closely with the Fundraising and Business Development Manager and other teams across Parents And Children Together (PACT) to achieve the fundraising targets associated with PACT's business plan, objectives and values.

The Partnerships Executive plays a significant role in generating income, networks and relationships for PACT by increasing the profile of PACT to be a partner of choice for companies looking to enhance their corporate social responsibility (CSR) and environmental, social and governance (ESG) strategy. This role will develop and implement transformational partnerships for the charity.

Key Tasks

Corporate fundraising	
<input type="radio"/>	Support the Fundraising and Business Development Manager with the ongoing development of a corporate strategy including a range of products and propositions
<input type="radio"/>	Create a pipeline of new corporate partners
<input type="radio"/>	Identify and secure corporate opportunities for PACT including Charity of the Year and CSR schemes, skill sharing, and volunteering
<input type="radio"/>	Build and nurture relationships with companies to develop and grow mutually beneficial partnerships

O	Ensure smart use of digital opportunities to engage corporate support and encourage donations
O	Research and build knowledge to support understanding of new potential corporate partners
O	Deliver compelling proposals and presentations to companies, corporate partners and donors
O	Deliver exceptional relationship management with key contacts and ensure to increase the number of relationships within each organisation/partner
O	Develop and maintain a portfolio of ideas, opportunities, and options for corporates to interact with PACT with a focus on income generation
O	Work independently and also closely with the fundraising team on highly engaging new fundraising activities targeted at employees of corporate partners
O	Create/ establish clear partnership plans, SLA's, contracts and payment processes with organisations as required
O	Manage multiple on-going high value corporate partnerships and work collaboratively with the team to ensure all opportunities are maximised and re-allocated to colleagues as appropriate
O	Keep up to date on corporate fundraising avenues and evolution including maintaining a knowledge of payroll giving processes
O	Deliver feedback, reports and updates to partners as required
General	
O	Ensure income targets are met
O	Undertake networking opportunities to develop contacts and relationships
O	Meeting (both alongside the Fundraising and Business Development Manager or other colleagues and independently) with new prospective donors
O	Undertake due diligence of companies/ organisations/ donors ensuring the protection of PACT's brand, IP and reputation
O	Manage general enquiries relating to corporates and follow-up with unprompted donors
O	Keep accurate and up to date records/ information on conversations, interactions and contacts
O	Capture and share positive stories, quotes, updates as appropriate with the Marketing and Communications team

<input type="checkbox"/>	Monitor and record all income raised and provide a monthly update for the Fundraising and Business Development Manager on performance against agreed targets
<input type="checkbox"/>	Work with the relevant PACT teams to ensure any reporting requirements are fulfilled and produce up-to-date reports for staff, management and the Board as required
Other Duties	
<input type="checkbox"/>	Deputise for the Fundraising and Business Development Manager and supports the team in their absence in matters related to PACT's fundraising as required
<input type="checkbox"/>	Undertake any other duties deemed commensurate with this post as directed by the line manager
<input type="checkbox"/>	Take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work
<input type="checkbox"/>	Safeguard and protect vulnerable adults and children in accordance with PACT's Policies and Procedures at all times
<input type="checkbox"/>	Demonstrate and uphold PACT's commitment to equality, diversity and inclusion

Person specification

Essential Attributes	
<input type="checkbox"/>	Commitment to and enthusiasm for the aims of the organisation and uses this to positively and proactively represent and advocate for PACT
<input type="checkbox"/>	Proven track record of securing five and six figure sums through corporate fundraising, meeting income and business development targets
<input type="checkbox"/>	An excellent communicator, confident talking to, presenting and writing for a range of stakeholders
<input type="checkbox"/>	Information sharer, operating and communicating as a team player who enjoys collaborating with, and learning from, others
<input type="checkbox"/>	Effective interpersonal skills, developing productive working relationships with a wide range of internal and external stakeholders and colleagues and adopts a collaborative working approach. Fluent in written and spoken English
<input type="checkbox"/>	Motivated by success and balances appropriate levels of influence and persistence
<input type="checkbox"/>	Experience of using and improving a Client Relationship Management (CRM) system to deliver a frontline service experience and can model, share and develop this skill in others

O	Good organisation skills. Plans and balances priorities and co-ordinates activities, managing a varied workload to deadlines
O	To demonstrate and uphold PACT's commitment to equality, diversity and inclusion
O	A commitment to safeguarding vulnerable children and adults in our society
O	Role requires travel: full UK driver's license and access to own car

Desirable Attributes	
O	Experience of working within a charity
O	Understanding and knowledge associated to social care and social policies such as policy relating to; children's social care, adoption, domestic abuse, trauma

This is a part-time post based in our Reading office with hybrid flexible working arrangements. The expectation is that at least one day per week will be worked from the Reading office. Occasional evening and weekend working is required.

PACT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to a satisfactory DBS check, and where applicable, overseas checks.