

## Partnerships Manager – Job Description

Inspire believes that all young people should have access to the opportunities and inspiration they need to achieve their potential.

We inspire children and young people across London and beyond, using data to understand the barriers they face and connecting them with a range of employers and opportunities to open doors to their success.

Our guiding principles are:

**Work with integrity** – doing the right thing for young people

**Be bold** – using challenges to drive innovation

**Drive equity** – challenging our thinking to increase diversity

**In partnership** – working with others to achieve goals

## The Role

The Partnerships Manager is a key role in the charity and Business Development team. They support the Director of Business Development and Partnerships, contributing to the business development strategy of the charity. With responsibility for managing business development activity including raising funds for Inspire from a range of sources, including corporate partnerships, community fundraising and trusts and foundations, the postholder will support Inspire's delivery of high quality programmes for children and young people through their business development activity.

## Responsibilities

### New Business Development and Fundraising

1. Writing and submitting applications for new funding to statutory bodies, trusts and foundations and corporates.
2. Preparing pre-qualifying questionnaire information where bids require it.
3. Researching subject matter areas so that proposals are supported by evidence.
4. Conducting research into funding opportunities, competitors and market trends.
5. Developing and maintaining an annual calendar of community fundraising activities.
6. Supporting the Head of Programmes in responding to funders' requests and questions.
7. Working with the Director of Business Development to identify new business development opportunities within the Corporate and Trust and Foundations sector. Developing a pipeline of opportunities and proposals that are attractive to new and potential partners.
8. Scope, develop and secure new five to seven figure corporate partnerships, aiming for a diverse and robust portfolio of partners.
9. Personally approach and cultivate prospective funders with the appropriate level of involvement from colleagues across the charity.
10. Act as an ambassador for Inspire with external audiences in the corporate space, delivering presentations and providing expertise as required.

## **Account Management and Development**

1. Manage and grow Inspire's entry to mid-level corporate partnerships (supporter's network), including leveraging existing relationships to maximise financial income and partnership longevity.
2. Work with the Heads of Departments to scale up existing (funded) programmes.
3. Ensure Inspire's database of supporters is kept up to date with all corporate partnership and fundraising activity

## **Finance and Reporting**

1. Working with the Heads of Departments and wider delivery team colleagues to ensure funders' reports are completed on time and to a high standard
2. Liaising with colleagues to check-in on project delivery, stakeholder management activities and spot opportunities for developing strategic partnerships from existing relationships
3. Work with colleagues across programme delivery and finance to ensure accurate forecasting, income tracking and reporting for corporate and trust and foundation partnerships.
4. Other duties as necessary from time to time.

## **Planning and strategy**

1. Working with our Heads of Departments to develop and implement Inspire's income generation strategy and help to engage the wider team with fundraising activities.
2. Stay up to date with fundraising best practice and keep abreast of developments and opportunities within the wider fundraising space.
3. Supporting the Head of Programmes to establish effective business development and fundraising processes, supporting colleagues to follow them successfully.
4. Supporting the Head of Programmes to develop and maintain an annual calendar of funding opportunities, working with colleagues to ensure deadlines are met.
5. Taking ownership for Inspire's Supporters Network offer for corporates, reviewing and adapting where necessary, to ensure a compelling membership package and the achievement of income targets

## **Marketing and communications**

1. Support on marketing and communications to promote Inspire and its programmes locally and more widely, including developing marketing materials and updating social media where necessary.
2. Supporting the development of social media campaigns for relevant funding opportunities.

## **Qualifications Required**

- A minimum of 5 GCSEs at A\* to C grade (9 – 4) or equivalent (including English and Maths).
- Level 3 qualification.

## Person Specification

### Essential

- Experience in successfully securing, managing, and developing corporate partnerships at five figures or above, from initial prospect research to contracting and ongoing management.
- Experience building and managing relationships, particularly in the corporate sector.
- Familiar with corporate CSR programmes and delivery requirements.
- Experience in planning and managing corporate fundraising programmes.
- Experience of creating marketing and communication content linked to CSR and fundraising activities.
- Excellent team player, able to develop collaborative, strong and effective working relationships including the ability to negotiate and influence with a range of audiences and stakeholders.
- Excellent verbal and written communication skills, including developing tailored and engaging funding proposals.
- Excellent presentation skills, with the ability to prepare and deliver engaging and persuasive cases for support.
- First-class interpersonal skills - a natural ambassador able to represent the charity in a range of settings.
- Knowledge and experience of the education and/or not-for-profit sector.
- Knowledge of the UK fundraising environment, including corporate fundraising trends and regulations that affect corporate partnerships.
- Proven research skills.
- Strong analytical skills.
- Excellent IT skills including Microsoft 365.

### Desirable

- Degree, equivalent qualification or demonstrable experience.