



Partnerships Manager

Job Description

Dear Candidate,

Thank you for your interest in the Partnerships Manager role at Operation Smile UK. This exciting new role leads on relationships with existing and prospective corporate partners, and community fundraisers, reporting to the Director of Partnerships.

About Operation Smile

Founded in 1982 by Dr. Bill Magee and Kathy Magee, Operation Smile is a global charity specialising in cleft surgery and care. We provide medical training, education and mentorship to surgical teams around the world, along with expertise, research and care through our staff and volunteers, working alongside local governments, NGOs and health systems.

Our team approach provides the highest quality care for patients living in countries with under-resourced health systems where safe surgery and cleft care may be unavailable or inaccessible to them. Our community-focused patient recruitment efforts locate children in need of essential cleft surgery and provide them with accessible follow-up treatments.

Why come to work for us?

We have powerful reasons for being in existence – babies, children, and adults who need our care. Every 3 minutes, a child is born somewhere in the world with a cleft lip or cleft palate, and not all countries can provide the surgical care required to repair these conditions.

Operation Smile is a global organisation with a global income of \$100 million; Operation Smile UK (OSUK) is a fundraising office for the organisation and works with Operation Smile Inc. (OSI) to fund programmes and place medical volunteers on medical programmes around the world. This international programme exposure is stimulating and dynamic and will add value to the successful candidate's skills and expertise.

Please read our job description, visit our websites, and read our latest Annual Report to learn more about us and the exciting times ahead.

May I wish you good luck with this job search; I look forward to reviewing your application.

Mairéad O'Callaghan

Executive Director, Operation Smile UK

JOB TITLE	Partnerships Manager
REPORTS TO	Director of Partnerships
DIRECT REPORTS	1x Partnerships Officer
JOB LOCATION	London
WORKING ARRANGEMENTS	Collaborate with your colleagues in person two days per week at our London office.
PAY	£42,000 - £45,000 depending on experience
CONTRACT	The role is offered on a permanent, full-time basis (37.5 hours per week), though we're happy to consider four days per week (30 hours) for the right candidate (with condensed hours/flexible working patterns also an option)
KEY RELATIONSHIPS	Corporate partners and prospects, Operation Smile UK colleagues, Operation Smile Inc (global HQ), Operation Smile partner and programme offices around the world

Introduction

To enable Operation Smile's global surgical activities, OSUK's Partnerships Team works to maximise high-potential income channels such as corporate partnerships, major donors, community fundraisers and trusts and foundations.

We have created an exciting new position in our team for an ambitious and confident relationship fundraiser. Working as part of the Partnership Team and line managing one Partnerships Officer, the Partnerships Manager position will secure critical income from new and existing corporate partners through compelling pitches and excellent stewardship.

The position will build on existing partner relationships with high-profile businesses like Superdrug, the Perfume Shop and Johnson & Johnson, aiming to grow their contributions, as well as making approaches to new prospects in relevant sectors, working closely with the Director of Partnerships.

Main Duties & Responsibilities

Corporate Partnerships Development

- Ensure achievement of annual income target for corporate partnerships
- Take primary responsibility for managing the current pool of medium and large corporate partnerships, including global partners (working with Operation Smile Inc), to ensure their growth and longevity – strategic input into the growth of each partner will be essential
- Develop and implement plans for partner activity to maximise all income channels, including corporate philanthropy, employee engagement, cause-related marketing and more
- Develop and maintain a pipeline of new corporate fundraising prospects, creating propositions/proposals and making approaches, working with the Director of Partnerships
- Enhance our employee engagement and community fundraising offer with simple, easy-to-do fundraising activities, linked to key moments in the calendar
- Ensure accurate and timely reporting to partners and internal stakeholders
- Represent Operation Smile UK in global corporate partner discussions, applying any global strategies to develop successful fundraising plans for the UK

- Lead on the development and management of any corporate partner cultivation events

Additional Responsibilities

- Line manage one Partnerships Officer, supporting them to manage inbound community fundraising requests and existing relationships, as well as smaller corporate partners
- Oversight of community fundraising income target delivered by the Officer
- Create and maintain annual corporate partnerships and community fundraising budgets and business plans, including activities from current supporters and forecasting new business income

Additional Information

- 2 years' experience in a corporate partnerships or business development role
- We promote flexible and hybrid working, with 2 days per week in our London office in Battersea (nearest stations Clapham Junction and Wandsworth Town). There will also be some UK travel for meetings, conferences and events.
- Some overseas travel required to visit projects and partner countries, a highlight of the role!

Staff Benefits

- Hybrid Working
- Season Ticket Loan
- 1-day additional holiday each year to a maximum of 30 days annual leave
- Cycle to Work Scheme
- Enhanced Maternity Package for qualifying Employees (minimum 24 months service)
- Access to the Employee Assistance Programme, a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health, and general well-being. The EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues. Services available include,
 - Life Support Counselling
 - Legal Information
 - Bereavement Support
 - Medical Information
 - Online CBT

Disability Confident Committed Employer

We're a Disability Confident Committed employer, so we guarantee an interview to any disabled applicant who meets the minimum requirements for the job.

At Operation Smile UK, we value individuals based on their performance and potential. We're dedicated to creating a diverse and inclusive workplace that supports everyone's needs. We're

happy to make reasonable adjustments throughout the application and employment process, and we particularly welcome applications from diverse backgrounds.

If you need this document in a different format, require any adjustments, or need help with your application, please contact us at hr.uk@operationsmile.org or call us on 020 8338 0088.

Equality, Diversity & Inclusion

Operation Smile UK knows fundraising could better reflect the diverse backgrounds and experiences of the people the charity sector supports. If you don't meet every requirement but believe your transferable skills align with the role, we encourage you to contact us for a conversation.

We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

We celebrate diversity and encourage you to bring your authentic self to Operation Smile UK. We are committed to supporting all applicants and ensuring a fair hiring process. All appointments will be made solely on merit, and we are happy to make reasonable adjustments throughout the recruitment process.