



FURNISHING FUTURES

## Partnership Manager - Job Description

Furnishing Futures is an innovative new charity creating fully furnished, healing homes for survivors of domestic abuse who have been rehoused in empty social housing. We do this by partnering with the interiors industry who donate high quality furniture and homeware that could otherwise end up in landfill.

We are looking for an experienced Partnership Manager to identify, develop, manage and grow the charity's relationships with companies across the interiors industry and further afield. You will need to be extremely organised with enthusiasm, energy and passion to build our partnership network so we can raise vital funds and increase product donations that will enable us to create healing homes across London. This is a new role, so you will have some autonomy to make this role your own.

We currently have a strong network of about 50 companies that support our work through product donations, fundraising, % of sales and brand collaborations. This role will involve managing relationships with our existing partners and seeking out new partners so that we can significantly increase our corporate partnership revenue and product donations. You will also need to attend trade shows, events and exhibitions where potential brand relationships could be developed, as well as co-produce some of Furnishing Futures' fundraising events.

### **Main details of the role:**

- Salary: £35,000 PA
- Contract: Permanent, full-time
- Location: Our office in Leyton, East London. You can work from home up to two days a week, if preferred.
- Hours: 37.5 hours/week, Monday to Friday. Some evening and weekend work will be required.
- 25 days annual leave per year, plus the working days between Christmas and New Year.

We are particularly keen to receive applications from people from marginalised groups, communities and backgrounds. Due to the sensitive nature of this role we will only be considering applications from women in accordance with the provisions of the Occupational Requirement (Equality Act 2010, pursuant to schedule 9 part 1).

### **Key responsibilities:**

- Develop the partnership packages our charity offers

- Account manage existing corporate partnerships
- Identify and nurture new corporate partnership leads
- Increase our corporate partnerships funding as a revenue stream
- Represent the charity at trade shows and events where corporate relationships could be developed
- Help at Furnishing Futures' warehouse sales and fundraising events

(This list is not exhaustive and may be amended to meet the changing needs of the charity)

### **Candidate profile:**

- You have a passion for our vision and mission. You want to help us create a future where furniture poverty no longer exists and no useable furniture ends up in landfill.
- You get things done. You're organised and have excellent time management skills, confident to follow through and complete tasks.
- You're a team player. You work well with others and are happy to get involved in the odd task outside your core role to support the team.
- You have strong IT skills. You're confident working with spreadsheets and data entry, as well as communicating on all the major social platforms.
- You're a people person and a good communicator. You're fluent in speaking and writing English and are in your element when talking to people, whether that's over the phone, via e-mail or face to face.
- You have a proven track record of developing corporate partnership programmes and increasing revenue.
- You're a fast learner. You love learning new skills and with clear instructions can pick things up easily.
- You're non-judgmental, discrete and compassionate. You must be able to maintain confidentiality when working with sensitive information. A DBS certificate will be required.
- You have the right to work in the UK.

**To apply** please email [claire@furnishingfutures.org](mailto:claire@furnishingfutures.org) with 'Partnership Manager' in the email subject line.

Your application should include:

- your CV
- a supporting statement (max. 2 sides of A4) outlining:
  - your reasons for wanting to work for Furnishing Futures
  - examples of how you meet the candidate profile

The deadline for sending completed applications is **11.59pm Sunday 6th October 2024**. We hope to hold interviews during the week commencing 14th October.