

Job overview and role description

Position: Partnerships New Business Executive

Reports to: Head of Partnerships

Direct reports: None

Pets As Therapy (PAT) – Our pets and people enriching lives, one visit at a time.

Role Description

The Partnerships New Business executive plays a crucial role in securing funding and support from charitable trusts and foundations and corporate donors to support our work. As part of our passionate fundraising team, this role focuses on cultivating relationships with potential donors, identifying funding opportunities, and crafting compelling proposals.

This role is responsible for the identification and selection of new trust and corporate prospects and the development of strong proposals and stewardship to help PAT turn prospects into long term partnerships. The role will work closely with the Head of Partnerships on the development of tailored plans to manage the ongoing relationships with new partners.

Main responsibilities

Prospecting and Research:

- *Identify and research potential trust, foundation and corporate donors aligned with our mission.*
- *Ensuring that you and the organisation keeps up to date with funding trends and opportunities.*

Proposal Development:

- *Create outstanding grant proposals that engage funders and encourage them to support PAT.*
- *Tailor proposals to match the specific interests and priorities of each trust, foundation or corporate prospect.*
- *Writing compelling bid proposals to prospective trusts, foundations and corporate partners*

Relationship Building:

- *Cultivate relationships with trust and corporate representatives.*
- *Attend trust events and networking gatherings to develop learning and foster relationships.*

Collaboration:

- *Work closely with our program teams to understand the impact of our work.*
- *Collaborate with colleagues to gather information for proposals and reports.*

Stewardship:

- *Work with Head of Partnerships to ensure ongoing stewardship including providing regular updates to donors and involving donors in the organisation's work.*

Reporting and Compliance:

- *Keep track of deadlines for grant reports and ensure timely submission.*
- *Ensure compliance with all specific trust and corporate partner requirements.*

New Business Development:

- *Develop strategies to expand our portfolio of trust, foundation and corporate supporters.*
- *Work closely with fundraising lead and senior leadership to ensure the required support is provided to drive growth.*

General:

- *Undertake the tasks required to support the delivery of the fundraising strategy.*
- *To work collaboratively with colleagues for the benefit of the Charity.*
- *Attend meetings and events as required, and together with colleagues, work flexibly when required to help the charity to achieve its strategic aims.*
- *This is an outline of the responsibilities and duties of the Partnerships New Business Executive; it is not intended as an exhaustive list and may change from time to time. Any changes will be made in consultation with the post holder.*

Person specification

Experience, knowledge and qualifications:

- **Fundraising Savvy:** You should have experience in either trusts or corporate fundraising. Experience within a pet charity is not essential.
- **Research Skills:** Be inquisitive and insight led with the ability to scrutinise data such as grant databases and trust directories and transform it into opportunities and meaningful action plans.
- **Communication Skills:** Excellent written and verbal communication including experience in bid writing for corporates and trusts. Our proposals need to be captivating to deliver a suitable success rate.
- **Organisational Agility:** Juggling multiple tasks and switching between trusts, foundations and corporate opportunities is essential.
- **Team Player:** An ability to work with others to grow PAT and support the growth of colleagues across the organisation.
- **Results-Driven:** The ability to deliver tangible results and communicate impact in a succinct and compelling manner to partners and senior leadership.

Attitudes and behaviours

- Committed to the vision, mission and values of the charity.
- Committed to adopting a creative approach to identifying new opportunities.
- Works with a high level of accuracy and an eye for detail
- Professional and friendly
- Self-starter and goal achiever with the ability to work and deliver results independently.

Equality, diversity and inclusion

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Employment terms

Hours: 28 hours a week. (Flexible working requests will be considered.)

Location: The role is planned to be home based but will require some time in our National Office in Chalgrove, Oxfordshire as well as travel to visit partners and our programmes.

Holiday: 28 days during a complete holiday year (excluding bank holidays)

Terms: Full time, permanent with 3-month probation.

Salary: circa £35000 per year

Benefits:

- Hybrid working or home working
- Access to charity discounts and rewards scheme (Reward Hub)