



JOB DESCRIPTION

Job Title:	Senior Partnerships Manager - Corporate
Reports to:	Head of Fundraising and Communications
Line Management:	2 x senior corporate executives 1 x corporate executive 1 x fundraising assistant
Location:	Flexible working with a mixture of remote working and office based at Solar House, 3rd Floor, 1-9 Romford Rd, London, E15 4LJ or Home based for the right candidate
Liaison:	Across all teams at SHS, Board members and external funders
Contract:	Full time, permanent (part time hours possible for the right candidate)
Hours:	37.5 hrs per week Monday - Friday
Salary:	£41,500 - £47,949 per annum depending on experience
Benefits:	28 days' annual leave, pension, life assurance, employee assistance programme

School-Home Support Vision

There is a school attendance crisis with 1 in 5 children missing more than 10% of their schooling each year. This figure has doubled since the pandemic. They are missing weeks, months, even years of their education, severely affecting their future life chances.

At School-Home Support, we look beyond the classroom to tackle the underlying causes of school absence, supporting the whole family to overcome barriers to learning and build resilience for the future. We've been helping children get back to school, ready to learn, for 40 years.

We are in the second year of an ambitious new five year strategy to address the increased need we have seen since the pandemic which has been exacerbated by the rising cost of living. We are expanding our direct support to families, providing greater levels of support to schools to improve attendance and advocating with policy makers for change at the national level. Our new vision is **for every child to be in school, every day, by 2050.**

About the role

Voluntary income has never been more needed at School-Home Support. This role is responsible for **delivering** School Home Support income from the corporate sector, leading our modest individual giving programme and managing the (fundraising) team assistant.

The role will lead our fantastic corporate partnerships team. A developing team that has had significant success in the last 5 years, growing initially from a low income base. We have invested in the team with new roles and now need a passionate partnerships specialist to work with our partners to develop and grow income to ensure we can support even more children to be back in school.

The role will lead the corporate partnerships strategy, build understanding and maximise mutually beneficial partnerships with current and new funders. In particular, it will be at the forefront of

developing new partnerships, have their own vision for business development per se as well as manage their own portfolio of influential supporters,

Level of contact with children and young people

Although the post-holder is unlikely to have contact with children, young people, and their families, they will require an enhanced DBS certificate in line with our safer recruitment requirements. SHS will organise and pay for this certificate.

Main responsibilities and tasks

- Responsible for reviewing and updating the corporate partnership strategy and annual operational plan. Working with the head of fundraising and communication to devise the annual income and expenditure budget for the team.
- Responsible for leading the corporate partnerships team to achieve the annual income target and develop the pipeline to continually build new opportunities for future years income.
- Working with our prospect researcher and across the wider organisation. Lead and inspire the corporate team's approach to new business opportunities. Identify top prospects, network mapping with senior volunteers/mobilising their support. Ensure that new business development is part of the daily tasks of this, and the wider teams', roles. Meeting external current and prospective supporters regularly to discuss opportunities for funding and leading on larger scale partnerships.
- Lead the team to support current partners to maximise benefits and interest for each party through the use of account plans and outstanding stewardship.
- To work with the head of fundraising and communications and the other fundraising and communication managers to lead the fundraising and communications team.
- Jointly lead and organise fundraising and engagement events for all funders e.g. venues, guest lists, marketing, attending events, managing follow up.
- With support from the wider fundraising and communications team, identify suitable projects and themes to build cases for support for new and existing donors.
- Support the CEO, head of fundraising and communications and trustees in relationship management of donors co-ordinated at senior level.
- Responsible for coordinating and delivering the organisation Big Give activity and income as well as managing our modest individual giving programme with support from the fundraising assistant. As well as managing the regular supporter newsletter.
- Ensure the maintenance of accurate and up to date records on all interactions with individuals on Salesforce.

General

To efficiently and accurately update and manage internal reporting and to regularly meet with and update the head of fundraising and communications and others.

To advise School-Home Support colleagues on new developments in corporate fundraising through research, reading and attending external meetings. Keep up to date with developments in the fundraising sector and provide analysis in order to support strategic and day-to-day decision making.

To keep up to date with School-Home Support's work to enable the identification and maximisation of opportunities.

To ensure that a high level of confidentiality is maintained in all aspects of working with children, young people and their families.

To undertake training, as required, in order to carry out duties of the post in an informed, effective and efficient manner.

To attend internal team meetings/events and external meetings/events as required, including occasional UK-wide travel.

This job description is not exhaustive; it outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the postholder. You will be expected in undertaking the above role to comply with any policies and procedures that SHS may issue

Person Specification

Experience, knowledge, skills and abilities

Essential Criteria	Assessed by application (A) or interview (I)
A minimum of two years' experience as a senior manager in a charity securing funds from companies (including six figure gifts). Demonstrable experience of achieving challenging income targets.	A,I
A minimum of two years' experience leading a fundraising team to achieve their targets	A, I
Excellent verbal communication skills, including the ability to deal tactfully and effectively with a wide range of stakeholders and with varying messages.	A, I
Demonstrable experience of successfully identifying, researching and developing new relationships with prospects and converting them into supporters.	A, I
Experience of stewarding supporters to retain and grow the support of long term supporters.	A, I

Good organisational skills and the ability to prioritise, work on own initiative, to be self-motivated and able to "make things happen."	A,I
Experience of developing and delivering a fundraising strategy or of developing a strategic solution to an issue	A,I
Excellent writing skills, with demonstrable experience of writing high quality applications, proposals, reports or updates for internal and external audiences	A,I
Ability to think analytically, creatively and laterally to identify opportunities and to find solutions. As well as being highly numerate.	A, I

Desirable Criteria	Assessed by application (A) or interview (I)
Experience of working in the education, health or social care sectors with an understanding of the issues affecting children, young people and their families.	A,I
Experience of or demonstrable interest in working for a charity	A,I