

Job Description

Job title:	Corporate Partnerships Executive
Salary:	£22,400 - £25,600 (£28,000 - £32,000 FTE)
Reports to:	Senior Corporate Partnership Lead
Location:	Home based with regular travel across Great Britain and occasional international travel
Hours:	28 hours per week (0.8 FTE)

Context

At Special Olympics GB we have an ambitious growth strategy in place '[Inclusion in Action](#)' and it will underpin everything we do as an organisation moving forward. We are looking to expand our team with a key role to drive our future financial and organisational growth in pursuit of our new strategy.

Building meaningful and purpose-led partnerships with both our current and future partners is a key part of our strategic ambition. We are looking for a highly motivated Corporate Partnerships Executive to join the team to further strengthen our partner relationships, engagement and activation.

Your role as Corporate Partnerships Executive will be to support the Senior Corporate Partnership Lead to grow the income and engagement of Special Olympics GB corporate partners through employee engagement, fundraising and activation of meaningful partnerships.

If you are an experienced Corporate Account Executive with a track record for growing and developing high-value partnerships, then this is the role for you.

Main Areas of Responsibility

Relationship Management

- You will support the growth of our strategic, high-value corporate partnerships to generate the essential income we need to transform more lives of people with an intellectual disability through sport. Our partners support Special Olympics GB through a variety of ways, from core funds, employee fundraising and corporate volunteering to creating training and leadership development opportunities for our athletes.
- Support the Senior Corporate Partnership Lead to re-define our partnerships into truly purpose-led partnerships that align to both of our strategic objectives and engagement opportunities whilst demonstrating measurable impact.
- Lead the day-to-day relationships and activation with our corporate partners to create shared-value partnerships so that our corporate partners are inspired, have fun, challenged and their businesses are transformed by partnering with Special Olympics GB.
- Work with the wider Special Olympics GB Team to explore potential new partnership opportunities and steward the relationships with these new partners.

- Maintain partnership planning and partnership records to ensure that the status of all partnerships is reflective of ongoing activity – this will include data entry and maintenance of the records management system.
- Support the Fundraising Team in organising cultivation and stewardship events for current and prospective partners.
- Be the first point of contact for external enquires.

Effective and collaborative working relationships

- Create a close working relationship with the Corporate Partnerships Lead to steward our corporate partnerships.
- Support in the planning and execution of partner fundraising activities within budget to meet targets and ensure long-term sustainable growth.
- Support the planning and sharing of all corporate partner stories and campaigns.
- Work collaboratively with people at all levels across the organisation to ensure all partnership activations are relevant, impactful and aligned with our core purpose. Work closely with our Athlete Leadership Team and Senior Leadership Team to ensure that our tone of voice and key messaging is on brand, authentic and aligned with our Strategic Plan.
- Play a significant role in representing Special Olympics GB externally and support the management of some of our most important and valued relationships, taking an active role in building and maintaining those relationships.

Financial management and reporting

- Effectively manage budgets within your department and work with the Finance Team to ensure that financial and charitable obligations are met.
- Report on progress against KPIs, ensuring income and expenditure budgets and forecasts are achieved.
- Produce reports, information and updates as required.

Other

- Contribute as a member of the staff team to widen business improvement, organisational development and championing the professional integrity of Special Olympics GB.
- Work to support the wider team especially during times of peak workload.
- Undertake any training and continuing professional development as required for the role and renew regularly.
- To work in accordance with the organisation's policies and procedures.

- Any other duties as required to fulfil this role and the needs of Special Olympics GB.

This job description is intended to be a basic guide to the scope and the responsibilities of the post and is not exhaustive. There may be other duties required of the post holder commensurate with the role. It will be subject to regular review and amendments as necessary, in consultation with the post holder.

Person specification

Skills and Experience

- Proven ability to network and build strong relationships that secure sustained support, at all levels of an organisation.
- Ideally you should have experience in the stewardship of five figure partnerships preferably within the charity sector.
- Ability to demonstrate impact made in similar roles with comparable organisations.
- Ability to articulate a vision and translate this to operational objectives.
- Planning and organising skills to produce operational plans and manage projects & events.
- An understanding of corporate fundraising and CSR trends.
- Ability to inspire and motivate others.
- Excellent verbal and written communication skills.
- Be a confident communicator and organised self-starter.
- Effective and proactive problem solver with the ability to work effectively under pressure.
- Effective collaboration and team-working with a flexible and proactive attitude and hands on approach.
- Able to work independently with minimal supervision.
- Excellent financial management skills and business acumen.
- Excellent IT skills.
- Able to demonstrate excellent attention to detail with a high level of accuracy.
- Exceptional interpersonal, presentation, organisational and negotiation skills.
- Able to deal with sensitive and confidential information sensitively and have a good understanding of Data Protection requirements.
- Passionate about ensuring intellectual disability has a louder voice in the UK and ensuring our work reaches more individuals and families around the UK.
- Live and breathe our Special Olympics GB values:
 - We have integrity and choose to include
 - We are kind and respectful
 - We laugh and have fun
 - We are confident and brave