

Job title: Partnerships Executive	Responsible for:	Reporting to: Head of Partnerships
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Primary Role

This role will work with all areas of the team including Trusts and Foundations, Corporate Partnerships, and Major Donors as directed and agreed by the Head of Partnerships.

The postholder will:

- Provide high quality and timely research into prospects for all areas of partnerships.
- Secure funds from small and mid-level trusts not in the trust mailing programme.
- Work with the Corporate Account Manager to develop corporate partnerships.
- Manage and develop the Payroll Giving Programme.
- Assist in building a comprehensive major donor programme.
- Maintaining accurate and up to date supporter records.
- To raise awareness of the work of ABF The Soldiers' Charity.

Key Working Relationships

Internal:

Director of National Fundraising, Head of Partnerships, Regional Directors, Corporate and Trusts, Community Fundraising, Marketing, Regional fundraising, Database and Business Intelligence, Finance, IT, Senior Management.

External:

Regular communication with ABF The Soldiers Charity supporters and donors, CRS Managers, Trust Administrators and Trustees and counterparts in other charities.

Outline Specific Tasks

- Work with the Trusts and Major Donor Manager to develop small and mid-level trust applications, including research, cultivation and application. Identify and research prospective Trusts and Foundations building a strong pipeline of potential supporters.
- Work with the Partnerships Assistant on Corporate Foundation recruitment programme entailing research and selection of appropriate targets, drafting and sending applications, thanking, stewardship and reporting, with guidance from Head of Partnerships.
- Work with Corporate Account Manager to develop new corporate relationships and maintain existing relationships as directed by Head of Partnerships.
- Identify opportunities to add value to existing partnerships and increase income through strategic account development plans, working with the Head of Partnerships.
- Maintain and develop the Payroll Giving Programme, including ensuring that all records are kept accurately, partnerships with Payroll Giving Agencies are managed and marketing for the programme developed.
- Work with the Trusts and Major Donor Manager and Head of Partnerships to research, cultivate and develop Major Donor Programme.

- Oversee the Partnerships Assistant in processing and keeping accurate records of Trusts, Corporate and Major Donor income and expenditure on behalf of the team and thank unsolicited donations.
- Manage the Partnership Team website pages, liaising with the Head of Partnerships, Partnerships Team and Digital Marketing Officer.
- Work with the Head of Partnerships and Partnership Team to support our major partnerships, when required.
- Research prospective Corporate Partners, Trusts and Major Donor to compile a list of suitable prospects to approach for different types of partnership, recording results and presenting output in a logical manner as required.
- Assist the Head of Partnerships on Major Donor projects as directed including cultivation events, research and other activities as required.
- To liaise with Welfare and Grants team and other colleagues to ensure that information is available for reports and applications.
- Working with team in implementing procedures and processes to ensure accurate batching of all partnership income.
- Work with members of the Partnership Team on cultivation and fundraising events.
- Ensuring all process documentation is kept up to date.
- Undertake other administrative duties relating to team activity as directed by the Head of Partnerships.

Additional

- Work with the Partnerships Executive to coordinate copy for the Partnerships section of the website, Facebook page and Twitter.
- To liaise with external suppliers as required.
- To perform any other duties as deemed appropriate by line manager.

Special Job Circumstances:

- Willingness to travel across the UK and attend/assist in fundraising events when necessary.
- Willingness to travel to ABF The Soldiers' Charity Regional offices where appropriate.
- Willingness to work some unsociable hours.

Person Specification

Essential Knowledge

- An understanding of general fundraising principles and good practice.
- A knowledge of office administration systems.
- A knowledge of CRM databases.
- A sound understanding of the importance of good customer care.

Essential Skills

- The ability to understand and follow routine office procedures.
- The ability to communicate effectively both orally and in writing using correct and appropriate language, grammar, organisation and structure.
- Proficiency in Microsoft Word, Excel and email.
- Strong attention to detail.
- Methodical and analytical approach to financial processing & resolving administrative issues.
- Ability to be closely managed but to also to use initiative and demonstrate self motivation and self management.
- Excellent investigative and problem solving skills.
- Ability to manage time effectively.
- Ability to build good relationships with other team members and with both internal & external contacts.
- An understanding, acceptance and empathy with the principles and values of The Soldiers' Charity and those in the British Army community and military charities we support.

Agreed by:

Date:

Published Date: