



Job Description

Partnerships Manager

Location: 446 Fulham Road, London SW6 1DT

Responsible to: Head of Fundraising

Responsible for: Fundraising Officer

Job purpose

To work closely with the Head of Fundraising to increase the levels of Corporate and institutional support for Stoll, maintain relationships with company supporters and other relationships needing a regular interface.

Key Responsibilities

- Working closely with the Head of Fundraising relationships with current corporate and other institutional partners
- Research and develop new corporate and institutional partnerships that align strongly with the Stoll brand
- To develop and write fundraising proposals to Corporate Partners
- To develop professional solicitation proposals and undertake presentations at senior level
- To manage relationships with Corporates and other organisations before, during, and after receipt of funds and maintain a high level of supporter care
- Look at Corporate sponsorship opportunities to support events, projects and publications
- To research and make written applications to Corporate Foundations to fund Stoll projects
- Responsibility for developing and expanding the Corporate Supporters Programme (CSP)
- Design and implement a range of activities for fundraising and awareness raising with a range of stakeholders.
- Ensure consistent messaging throughout the organisation and to partners

- Assist with the development of a corporate and stakeholder fundraising strategy and event calendar
- Ensuring that effective and consistent communications and appeals go out to individual supporters of Stoll
- Ensuring that our community fundraising activity, including sponsored events, work with schools and faith organisations and collections are carried out effectively.
- To support the planning and delivery of any larger scale community fundraising Stoll may undertake.
- Ensuring that the administration of all Stoll activity is carried out effectively through the Fundraising Administrator

Working in a team and with others

- Contribute positively to working in a team and across Stoll to deliver quality fundraising practice.
- Maximise own personal development by positively contributing to induction, supervision, training, appraisal and team meetings.
- Act in a professional manner whilst on duty and when representing Stoll.
- Contribute to the smooth running of major fundraising events by working with Fundraising and Communications department colleagues

Financial Control

- Work within established budgets and maintain accurate financial records.
- Adhere to Stoll's financial policies and procedures.

IT, record keeping, data management

- Ensure donor files and other written documents are accurate, kept up to date and regularly reviewed and staff file checks are carried out on a regular basis.
- Maintain confidentiality of records and information relating to donors, beneficiaries and staff in accordance with Stoll's Confidentiality Policy and Data Protection Policy.

Quality and regulatory compliance

- Understand and work within the frameworks of the Institute of Fundraising and the Fundraising Standards Board and legislation relating to this area of work.
- Understand and work within the legal framework in which Stoll provides housing and support to beneficiaries.

Health and Safety

- Work in accordance with Stoll's Health and Safety policy and legislative requirements for health and safety and report any accidents or potential accidents and near misses.

Equality and diversity

- Manage and maintain working practices in accordance with the principles and practice of equality and diversity, taking account individual needs and requirements

Other

- Carry out any other duties as required by the Head of Fundraising

Person Specification

Partnerships Manager

- Have experience of effective fundraising activity with companies other institutions
- Account management and business development experience
- Have the ability to manage a diverse range of relationships effectively and productively
- Be an effective communicator and able to adapt messaging to range of different audiences
- The ability to ask for and secure significant sums of money
- Experience of developing good fundraising communication materials to support corporate audiences
- Experience of line management
- Ability to work as part of a team

Skills and Knowledge

- Experience of planning and implementing events for the corporate sector
- Experience/knowledge of the issues facing the ex-Service community, especially those Veterans with support needs
- Experience of using a contacts relationship database
- Demonstrable passion for Stoll and the veterans' sector
- An entrepreneurial approach to fundraising
- Degree or relevant professional experience and/qualification or equivalent experience in fundraising
- Evidence of continual professional development

Core Competencies

Customer focus

- A passion to support vulnerable Veterans
- Understands the challenges faced by ex-Service men and women
- Provides excellent service delivery to both internal and external customers, responding promptly and effectively at all times

Communication

- Communicates information clearly and concisely, both orally and in writing, with a wide range of audiences both formal and informal
- Informs colleagues of successes, challenges and developments

Team working

- Works well with Colleagues, Trustees, Residents and external stakeholders
- Applies the spirit of “mucking in”, helping colleagues when needed

Support of Equality and Diversity

- Treats all people with respect
- Upholds Stoll’s equality and diversity standards and promotes individuality, equality and community at all times

Delivers a High Quality of Work

- Produces accurate, thorough, and professional work
- Plans and manages own work load, working flexibly to meet changing work priorities and demands
- Maintains excellent timekeeping standards, managing appointments and meetings effectively and planning well in advance
- Delivers tasks set through planning and supervision
- Takes responsibility for own work, including errors
- Utilises Stoll IT systems to manage emails, calendars and data effectively

Commitment to Health & Safety

- Understands how to work safely
- Understands how to respond to a safeguarding incident and reacts accordingly
- Manages their own health and wellbeing, recognising when to ask for extra support

Management & Leadership Competencies

Leadership

- Inspires others, developing and sustaining motivation and pride in our work
- Delegates work appropriately and looks to empower colleagues at given opportunities
- Communicates effectively in a manner which involves colleagues
- Follows policy and procedures and encourages others to do so

Managing Performance

- Sets and reviews clear, challenging and achievable objectives with both teams and individuals
- Recognises areas of concern and identifies and delivers solutions
- Applies Stoll’s HR Policies & Procedures effectively

Managing Resources

- Identifies needed resources and contributes to the process of trying to secure them
- Manages costs and resources effectively

Managing Change & Quality

- Leads the process of planning change and new projects in a manner which is clear and accessible – and follows those plans

I have read this job description and person specification; I have discussed it with my line manager and understand the requirements of the role.

Name:

Signature:

Date: