

JOB SUMMARY AND PERSON SPECIFICATION

Job Title: Senior Manager – Corporate Partnerships

Reports to: Head of Partnerships

Based at: London

<p>Job Purpose</p>	<p>The Partnerships team secure donations and build long term partnerships from companies, high net worth individuals and charitable trusts. The Partnerships team delivers a £4.5m annual target.</p> <p>The Senior Manager – Corporate Partnerships, National, develops and manages a team that delivers at least £3m of income per year, from commercial, sponsorship, strategic and staff fundraising corporate partnerships.</p> <p>This role has line management responsibility for a team of Corporate Account Managers and New Business Managers. Corporate Team currently consisting of 9 members and has responsibility for 6 direct reports.</p>
<p>Accountabilities</p>	<ul style="list-style-type: none"> • To seek, develop, manage, grow and deliver a portfolio of corporate funders and sponsors as directed by the Head of Partnerships • To forecast, manage and deliver £3m income • Develop funding opportunities for recovery services programmes and ensure that such opportunities and propositions are packaged attractively for donors • Securing income to new business targets focusing on strategic partners in line with our brand values • Line management responsibility for the corporate account and new business • To work with multi-disciplinary fundraisers in the Partnerships team to ensure the team achieves its overall financial targets • To represent the Partnerships team at cross departmental meetings
<p>Main Responsibilities</p>	<ul style="list-style-type: none"> • To deliver agreed financial fundraising and commercial targets as specified on an annual basis by the Head of Partnerships • Manage and develop the corporate account team ensuring personal development plans are completed and reviewed. • Manage and develop the corporate new business management team ensuring personal development plans are completed and reviewed. • To forecast and manage income from national corporate partners via commercial, sponsorship and fundraising • To forecast and manage expenditure to support corporate fundraising • To ensure all partners comply with legal and fundraising regulations • To ensure all national corporate charity partners raise funds as agreed in donor account plans



	<ul style="list-style-type: none"> • To ensure all national corporate charity partners receive excellent donor care and management • Develop and deliver compelling presentations on all aspects of corporate fundraising at a senior level to a variety of audiences • Leverage strategic relationships for fundraising purposes • Act as a senior representative for the team with corporate partners at external meetings. • Represent the wider Partnerships Team within cross functional groups with a focus on delivering for our partners. • To work closely across Marketing, Fundraising & Trading teams to ensure that all supporters participate in the variety of opportunities offered by H4H • Work with Recovery Services on funding opportunities and impact reports for programmes and ensure that such opportunities are packaged attractively for our national corporate donors • Ensure all donor data is added to Microsoft Dynamics CRM
<p>Essential Knowledge, Skills & Experience</p>	<ul style="list-style-type: none"> • At least 6 years in fundraising and a track record of success for developing six figure corporate partnerships • Previous experience of working in the charity and/or commercial sector • Highly numerate and adept at constructing budgets and forecasts for income and expenditure • Ability to contribute to the organisation at a strategic level • Ability to engage with, and influence, senior organisational stakeholders • Knowledge of charity law and producing fundraising / commercial contracts • Experience of managing and developing fundraising teams • Confident in decision making and creative problem solving • Strong understanding of the Corporate Social Responsibility agenda • An effective team player with excellent interpersonal skills • Experience of working in a busy, fast-paced environment, within the third sector • Strong understanding of donor cultivation • Excellent oral and written communication skills • Strong negotiation skills • Pro-active and uses own initiative with a determination to ensure the charity's grows income • Strong networking, relationship building and diplomacy skills • Strong IT skills including Word, Excel and PowerPoint • Able to travel to partner locations for meetings within the UK
<p>Key Competencies & Behaviours</p>	<ul style="list-style-type: none"> • Demonstrates the ability to build rapport with quickly and to understand needs, wants and expectations • Displays a positive, empathetic, patient, polite and friendly manner • Manage challenging situations in a calm and appropriate manner • Ability to remain calm under pressure • Displays the highest levels of integrity, confidentiality and commitment

- Respond quickly to changing demands and demonstrate strong skills in prioritisation and time management
- Work within a range of environments and working cultures, adapting personal style accordingly
- Analyse information quickly and communicate in a concise and articulate manner
- Well organised with the ability to prioritise
- Attention to detail in all aspects of work
- Demonstrates an ability to work as part of a team and be a flexible team player
- Demonstrates self-motivation
- Flexible re. hours of work
- Willingness to travel
- Ability to manage and develop members of the team

Model our Values. We are:

- Innovative-Collaborative-Authentic-Resourceful-Energetic