



Children's Hospices Across Scotland

JOB DESCRIPTION – CORPORATE PARTNERSHIPS MANAGER (Maternity Cover)

Job Details

Job Title – **Corporate Partnerships Manager**

Location – **Edinburgh, Glasgow or Kinross**

Responsible to – **Head of Partnerships and Philanthropy**

Salary – **Sector Band 7a, Point 17a to 19a**

Job Family – **Support – Non Hospice**

Job Purpose

As a member of the Partnerships and Philanthropy team, you will make sure we capitalise on our compelling case for support and strong prospect pool to attract, cultivate and retain corporate partners.

Working with senior members across the Fundraising and Communications team you will be instrumental in the recruitment and stewardship of high-level, transformational corporate partners who will help us expand our networks and further our fundraising propositions.

Ultimately you will form part of a team that is driving income to ensure we reach every child in Scotland that needs us and keep the joy alive for those that we are currently supporting.

Main Tasks

- Corporate Fundraising strategy development
- Leadership
- Relationship Management
- Research
- Compliance

Job Activities

Leadership

- Lead the development and improvement of fundraising practice in the area of corporate fundraising
- Role model the positive leadership behaviours and actions to all staff and volunteers that reflect the organisation's core values
- Lead and manage staff, financial and physical resources within Corporate Fundraising ensuring the cost effective delivery of fundraising activities

- As a member of the Partnerships and Philanthropy team, contribute to all aspects of development including strategic planning, policy and decision making to ensure all CHAS aims are met
- Provide effective line management support for the team, ensuring that all team members are being developed professionally
- Deputise for the Head of Partnerships and Philanthropy, as required, representing CHAS at internal or external meetings or events

Relationship Management

- Maintain existing supporter relationships through the Corporate Fundraising journey, ensuring all possible opportunities for revenue generation are utilised
- Act as the central contact for large national partnerships, helping to develop a national fundraising strategy for the company to be supported by the Corporate Partnerships team
- Monitor and report to partners on a regular basis with the view to growing the relationship, enhancing strategic opportunities and increasing engagement between the partner and CHAS
- Maximise new business opportunities through established initiatives such as events and campaigns whilst proactively developing the new business pipeline alongside Corporate Partnerships Executives
- Prepare, develop and deliver professional, high quality and persuasive pitches and present them to key corporate contacts
- Agree financial targets for individual accounts and constantly monitor these target to ensure accurate reporting and delivery of these targets
- Build networks with key decision makers and develop a stewardship programme with key prospects
- Deliver commercial aspects of corporate partnerships such as brand led initiatives and campaigns, sponsorship and cause related marketing
- Maintain a strong external profile keeping up to date with developments in the Corporate and Charity sector

Team Working

- Works closely with others across the organisation to prepare and develop corporate pitch proposition
- Develop relationships with key stakeholders, supporters, and Senior Staff in order to involve them appropriately in our Corporate Partnerships programme
- Co-ordinate with Chief Executive, the Director of Development and Communications and Head of Partnerships and Philanthropy to ensure the best use of networks and contacts
- Responsible for ensuring that the Partnerships and Philanthropy team can identify and enhance any potential new corporate partnership opportunities
- Works with the wider team to encourage corporate partnership development, sharing strategic aims and objectives particularly with community fundraising team

Corporate Fundraising strategy development

- Create, manage and implement the CHAS Corporate Fundraising strategy to achieve income targets without exceeding expenditure budget including the writing and implementation of operational plans
- Provides market-intelligence and research on the Corporate Fundraising function, enabling future planning of fundraising activities within CHAS

Research

- Research and develop new fundraising initiatives and work with the Corporate Partnerships in promoting and developing these to increase income and support
- Research and be aware of trends and competitors activity, and benchmark against competitors to enhance fundraising capacity
- Identify and follow up opportunities to raise income and awareness, ensuring maximum opportunities for revenue generation

Compliance

- Negotiate terms and contracts with potential new corporate partners, ensuring compliance with charity law and copy approval procedures
- In-line with appropriate legislation and organisational procedures, maintains supporter records within the Raiser's Edge Database, ensuring information is accurate and current
- In-line with appropriate legislation and CHAS financial procedures, oversees the systems of management when dealing with supporter donations, ensuring this is accurately recorded
- Responsible for the monitoring and prevention of operational day to day business risks arising within their area of responsibility, ensuring that the appropriate risk register is maintained and reported in line with the organisation's framework for Risk Management

Health and Safety

- Responsible for coaching staff, adhering to and monitoring compliance with the CHAS Health and Safety Management Policy and associated procedures and co-operating with CHAS in complying with its legal duties

Information Governance

- Responsible for coaching staff, adhering to and monitoring compliance with the CHAS Information Governance Framework and associated policies and co-operating with CHAS in complying with its legal duties

Volunteer Engagement

- Manage a team of volunteers, including providing training, day-to-day support, planned supervision and ensuring the volunteers deliver a quality service and feel valued.

Dimensions

- Line-management responsibility for three members of staff
- Devolved management responsibility for the corporate fundraising activities of CHAS and a team of volunteers
- Holds a delegated budget and is an authorised signatory to agreed limit
- responsible for handling incoming donations, as required
- Manage key relationships with all external stakeholders
- Deputise for the Head of Partnerships and Philanthropy, as required

Decisions and Communications

Decisions

- Works with a high degree of autonomy within the agreed parameters when making day-to-day and longer-term decisions regarding staff, volunteers, finance and physical resources
- Makes decisions based on own judgement regarding corporate fundraising including decisions on; the application of suitable fundraising methods; how best to maintain the relationships that exist between CHAS and a corporate; whether CHAS should be associated with particular organisations
- Monitors and sets objectives for the Corporate Partnerships Team, utilising outcomes to improve service standards
- Uses developed analytical skills to understand complex situations or information and operates with exceptional judgemental skills to formulate solutions and recommend or decide on the best course of action
- Responsible for making rapid and accurate assessments of urgent/delicate situations, provide solutions and avoid disruptions, in order to meet deadlines

Communications

- On a daily basis, communicates highly complex information about the team to the Director of Income Generation, Head of Partnerships and Philanthropy, the Fundraising and Communication Team Managers, senior managers and staff across CHAS, existing and potential supporters, the media and sector, professional and umbrella bodies
- Regular external communication with key strategic funders, external organisations and peers in other non-profit making organisations
- Regularly presents and articulates complex fundraising information to large groups including, existing and potential supporters, where the support is from a corporate
- Works with the CHAS PR team, staff and volunteers to deliver increased awareness of CHAS's fundraising and supporter opportunities across the country
- Works to explore new ways to engage development ideas and suggestions from CHAS staff, volunteers and supporters



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PERSON SPECIFICATION – CORPORATE PARTNERSHIPS MANAGER

Education, Qualifications, and Training

Essential

- Degree level or equivalent
- Certificate of Fundraising Management or equivalent professional qualification

Desirable

- None

Method of Assessment – Application Form

Skills, Abilities, and Knowledge

Essential

- Highly developed specialist knowledge of fundraising practice with a thorough understanding of the essential components of corporate fundraising strategies
- Proven track record in building successful relationships with senior company and leadership figures: diplomatic, persuasive and credible
- In depth knowledge of the legislative and regulatory framework in Scotland as well as knowledge of the voluntary, public and private sectors in Scotland
- Advanced level communication skills, being able to write high-level, complex funding applications, if required; and representing the interests of the organisation at all levels including pitching and making presentations
- Experienced in relationship building and negotiating, to positively influence internal and external contacts; developing and managing budgets and high level research skills
- Strong IT and keyboard skills
- Commitment to excellence and integrity in fundraising, communications and management practice
- Ability to implement CHAS policy with particular regard to fundraising in an ethical manner e.g. working with volunteers, young people and families and using their images in the public domain

Desirable

- None

Method of Assessment – Application Form and Interview

Experience

Essential

- Significant experience of strategy implementation and project management of managing corporate relationships across the range from smaller donations, corporate volunteering and pro-bono work, through to sponsorships and charity of the year relationships worth £50,000+
- Relevant experience of managing volunteers within a volunteer-supported community fundraising environment and evidence of a high level of knowledge of the voluntary sector within Scotland
- Demonstrable experience of managing the human, physical and financial resources of multiple projects

Desirable

- None

Method of Assessment – Application Form and Interview

Personal Qualities

Essential

- Acts with integrity
- Works co-operatively with colleagues to improve service
- Forms meaningful relationships with others
- Demonstrates initiative and acts with effectiveness
- Accountable for own actions and decisions
- Commitment to ongoing learning and development
- Commitment to CHAS core value, vision and purpose
- Commitment to working with/supporting volunteers
- Professional attitude to work
- Views change as a natural, positive and a continuing process
- Commitment to excellence and integrity in fundraising, communications and management practice

Desirable

- None

Method of Assessment – Interview

Other Requirements

Essential

- Willingness to travel between CHAS sites

Desirable

- None

Method of Assessment – Application Form and Interview