

Corporate Partnership Officer

DIRECTORATE:	Engagement and Fundraising
SECTION:	Philanthropy and Partnerships
REPORTING TO:	Partnership Manager
CONTRACT:	Permanent



WORKING RELATIONSHIPS:

Inside Diabetes UK

Philanthropy and Partnerships team, wider Engagement and Fundraising Directorate, key delivery teams across the organisation, finance, data team, legal, IT, digital, business support

Outside Diabetes UK

Key senior volunteers, current and potential corporate partners, peers in the sector, agencies and consultants as required

OVERALL PURPOSE OF THE JOB

The Corporate Partnerships Officer will win new business from corporate partners giving £25k - £50k per annum and manage these partnerships on behalf of the organisation. They will also support with strategic partnership management, working closely with Partnership Managers to maximise the potential of our key strategic partnerships. The Corporate Partnerships Officer will spend approximately 70% of time on account management, and 30% on new business. This will involve working closely with internal stakeholders to ensure our partners are stewarded innovatively and effectively, and to ensure that strategic partnership goals are met.

MAIN DUTIES AND RESPONSIBILITIES:

Partnership development;

- Manage corporate partnerships valued at up to £50k per annum (30% of time)
- Support the day to day management of specific high value strategic corporate partnerships, executing accounts plans developed jointly with Partnership Managers/SMT (40% of time)
- Work with the Partnership Managers to develop robust account plans, income forecasts and monitoring and evaluation, and to escalate issues as needed
- Create clear donor development plans for own portfolio and provide an excellent donor experience via consistent and effective stewardship, resulting in donor uplift
- Record income and donor communications accurately on our database to enable excellent knowledge management

New business

- Secure high value corporate partnerships worth up to £50k per annum (20% of time)
- Support the Corporate new business team with strategic partner pitches, pipeline development and new business innovation (10% of time)

Cross team working

- Work with colleagues across Philanthropy & Partnerships to monitor the effectiveness of partnership working, sharing learnings and best practice
- Work across the team and organisation to develop and deliver partnership objectives and ensure a joined-up approach to all major funding opportunities

Planning, reporting and compliance

- Contribute to planning and budget setting for key accounts
- Ensure that consistent, cross-organisational measurement and evaluation models are adhered to and provide regular reports on delivery against relevant KPIs.
- Ensure all activity is conducted in line with the fundraising Code of Practice and all other legal and regulatory requirements
- Co-ordinate the negotiation and development of contractual agreements relating to partnership activity

PERSON SPECIFICATION:

The best person for this job will be able to:

- Thrive under pressure
- Manage time and competing priorities
- Work collaboratively with colleagues at all levels
- Convey passion for Diabetes UK's cause and the work made possible through the partnership
- Represent the organisation externally, working with key stakeholders at all levels
- Communicate complexity and listen actively

The best person for this job will have experience in:

- Delivering high value partnerships, in either a charity or commercial sales environment
- Winning new business
- Negotiating with and influencing senior stakeholders
- Project management

The best person for this job will be:

- A great communicator and creative thinker
- A starter/finisher
- Self-motivated and extremely organised
- Target and ROI driven
- A strategic thinker