



Children's Hospices Across Scotland

JOB DESCRIPTION – CORPORATE PARTNERSHIPS EXECUTIVE

Job Details

Job Title – **Corporate Partnerships**

Location – **Edinburgh**

Executive

Responsible to – **Corporate Partnerships**

Salary – **CHAS Band 5A**

Manager

Job Family – **Support – Non Hospice**

Job Purpose

Working within the Corporate Partnerships Team as well as colleagues across Fundraising and Communications, you will be instrumental in the recruitment and stewardship of corporate partners

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

- Attract and retain corporate partners through effective relationship management
- Volunteer management
- Team working
- Research
- Compliance

Job Activities

Attract and retain corporate partners through effective relationship management

- Support the Corporate Partnerships Team in maximising new business opportunities through established initiatives such as events and campaigns whilst supporting the development of the new business pipeline
- Identify key partnership prospects
- Make impactful, tailored and timely approaches to identified prospects through pitch process
- Maintain existing supporter relationships through the Corporate Fundraising journey, ensuring all possible opportunities for revenue generation are utilised
- Act as the main contact for regional partnerships, and support Senior Corporate Partnerships Executives on occasion with National partnerships

- Effective communication with partners on a regular basis with the view to growing the relationship, enhancing opportunities and increasing engagement between the partner and CHAS
- Agree financial targets for individual accounts and constantly monitor these to ensure accurate reporting and delivery of these targets
- Build networks through active networking within your region and contacts sharing with wider fundraising team
- Maintain a strong external profile keeping up to date with developments in the Corporate and Charity sector

Volunteer management

- Day to day management of corporate volunteering requests and development of Employer Supported Volunteering (ESV) within CHAS in line with Corporate Partnerships Strategy
- Supporting Senior Corporate Partnerships Executives in prioritising opportunities for transformational and strategic partners

Team working

- Works closely with others across the organisation to ensure opportunities for corporate partnerships are identified and developed at the appropriate level within the Corporate Partnerships Team
- Develop relationships with key stakeholders, supporters, and staff in order to involve them appropriately in our Corporate Partnerships programme
- Support the Corporate Partnerships Manager and Senior Corporate Partnerships Executives in identifying and enhancing any potential new corporate partnership opportunities across the Partnerships and Philanthropy Team network and Community Fundraising Team
- Works with colleagues across the organisation to ensure the development and success of fundraising campaigns, appeals and initiatives

Research

- Identify and follow up opportunities to raise income and awareness, ensuring maximum opportunities for revenue generation
- Supports Corporate Partnerships Team in new business pipeline research

Compliance

- 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, adheres to accurate recording and processing of donations and information where applicable

Health and Safety

- Responsible for complying with the CHAS Health and Safety Management Policy and associated procedures and co-operate with CHAS in complying with its legal duties

Information Governance

- Responsible for complying with the CHAS Information Governance Framework and associated policies and co-operate with CHAS in complying with its legal duties

Volunteer Engagement

- Work constructively with volunteers in the team and provide guidance to help them in their roles where required

Dimensions

- Responsible for handling incoming donations, as required
- Manage key relationships with external stakeholders

Decisions and Communications

Decisions

- Generally works with a degree of autonomy within the agreed parameters when making day-to-day decisions with support for Corporate Partnerships Manager and Senior Corporate Partnerships Executives
- Makes decisions with support from Corporate Partnerships Manager, regarding corporate partnerships including; 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

Communications

- Pitches tailored, impactful, partnership proposals to corporate prospects following effective communication strategy
- On a daily basis, communicates complex information to Corporate Partnerships Manager and peers in wider fundraising and communications team where appropriate
- Regular external communication with corporate partners
- 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
- Works to explore new ways to engage, develop ideas and suggestions from CHAS staff, volunteers and supporters in relation to corporate partnerships



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PERSON SPECIFICATION – CORPORATE PARTNERSHIPS

EXECUTIVE

Education, Qualifications, and Training

Essential

- Educated to HND level or equivalent qualification or minimum of 3 years corporate fundraising experience

Desirable

- Certificate in Fundraising or equivalent professional qualification

Method of Assessment – Application Form

Skills, Abilities, and Knowledge

Essential

- In depth knowledge of the voluntary, public and private sectors in Scotland,
- Evidence of advanced level communication skills, being able to convey complex information in verbal and written formats if required; and representing the interests of the organisation at all levels
- Strong IT and keyboard skills
- Commitment to excellence and integrity in fundraising and communications
- IT literacy and standard keyboard skills
- 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

- Demonstrable experience of growing external financial support and developing contacts and networks
- Experienced in relationship building and negotiating, to positively influence internal and external contacts; and high level research skills

Desirable

- Experience of working with fundraising databases, in particular raisers edge
- Experience of working with Volunteers

Method of Assessment – Application Form and Interview

Personal Qualities

Essential

- Acts as an engaging and inspiring ambassador for CHAS and displays positive behaviours
- Self-motivated
- Professional and proactive attitude with a real pride in quality of work
- Forms meaningful relationships with others
- Accountable for own actions and decisions
- Commitment to ongoing learning and development
- Commitment to CHAS core values, vision and purpose
- Commitment to working with/supporting volunteers
- Views change as a natural, positive and continuing process

Desirable

- None

Method of Assessment – Interview

Other Requirements

Essential

- Access to a car and a full driving licence
- Willingness to travel frequently between CHAS sites and occasionally to other parts of Scotland
- Willingness to occasionally work flexibly to meet the needs of the job which may include evening and weekend work

Desirable

- None

Method of Assessment – Application Form and Interview