



Children's Hospices Across Scotland

JOB DESCRIPTION – SENIOR CORPORATE PARTNERSHIPS EXECUTIVE

Job Details

Job Title – **Senior Corporate Partnerships Executive** Location – **Edinburgh, Glasgow or Kinross**
Responsible to – **Corporate Partnerships Manager** Salary – **CHAS Band 6**
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 within the Corporate Partnerships Team as well as colleagues 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

- Attract and retain new high level, transformational corporate partners through effective relationship management
- Supporting the Corporate Partnerships Manager on strategy development
- Leadership and deputising
- Team working
- Research
- Compliance

Job Activities

Attract and retain new high level, transformational corporate partners through effective relationship management

- Lead on acquisition of transformational corporate partnership opportunities worth more than £50,000 per annum, from research to engagement, pitching, securing, ongoing management and planning – building to a personal management portfolio of £250,000+ per annum
- 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
- 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
- Agree financial targets for individual accounts and constantly monitor these 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

Supporting the Corporate Partnerships Manager on strategy development

- Supports the Corporate Partnerships Manager in strategy development particularly in reference to opportunities to pitch and develop individual corporate partners and initiative development
- Supports the Corporate Partnerships Manager in the review, development and adherence of policies and procedures in relation to all aspects of Corporate Partnerships

Leadership and deputising

- Support the Corporate Partnerships Manager in 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
- Deputise for the Corporate Partnerships Manager, as required, representing CHAS at internal or external meetings or events

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

- Support the Corporate Partnerships Manager 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 with support from Corporate Partnerships Executives

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, oversees the systems of management when dealing with supporter donations, ensuring this is accurately recorded

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
- Deputise for the Corporate Partnerships Manager, as required

Decisions and Communications

Decisions

- Works with a high degree of autonomy within the agreed parameters when making day-to-day decisions regarding volunteers and physical resources
- 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 key corporate funders, external organisations and peers within the charity sector
- 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, develop ideas and suggestions from CHAS staff, volunteers and supporters in relation to corporate partnerships



Children's Hospices Across Scotland

PERSON SPECIFICATION – SENIOR CORPORATE PARTNERSHIPS EXECUTIVE

Education, Qualifications, and Training

Essential

- Degree qualified or equivalent experience in corporate or fundraising roles
- Certificate in Fundraising 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 successful corporate partnerships
- In depth knowledge the voluntary, public and private sectors in Scotland
- Evidence of advanced level of 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.
- IT literacy and standard keyboard skill

Desirable

- None

Method of Assessment – Application Form and Interview

Experience

Essential

- Significant experience of managing corporate relationships across the range from smaller donations, corporate volunteering and pro-bono work, through to sponsorships, charity of the year relationships and strategic partnerships worth £50,000+
- Proven track record in building successful relationships with senior company and leadership figures: diplomatic, persuasive and credible
- Experienced in relationship building and negotiating, to positively influence internal and external contacts; and high level research 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

- Relevant experience of managing volunteers within a volunteer-supported fundraising environment and evidence of a high level of knowledge of the voluntary sector within Scotland
- Demonstrable experience of managing multiple projects

Desirable

- None

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 with proven ability to engage and motivate others
- 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