

SAMH Role Profile



Job Title	Corporate Partnerships Fundraiser
Job Family	Strategic and Business Development
Department/Service/Area	Fundraising
Reports to	Corporate Partnerships Manager
Direct Reports	N/A

Role Summary	<p>This exciting role is key in supporting the optimisation of SAMH's corporate fundraising income stream. The post holder will meet or exceed income targets, generate opportunities to raise income and deliver an excellent supporter journey to our corporate supporters.</p> <p>The post holder will be a valued representative of SAMH, responsible for the account management of a portfolio of small and medium value corporate partnerships, development of mutually beneficial relationships with ad hoc corporate supporters and contribute to the successful delivery of the corporate partnerships and overall fundraising strategy.</p>
Essential Duties and Responsibilities	<p>Key Results</p> <ol style="list-style-type: none"> 1. Support the Corporate Fundraising Manager in reaching overall Corporate Partnerships Team income target, executing delegated tasks and developing corporate offering. 2. Support the delivery of a successful corporate partnerships strategy in line with fundraising, business development and organisational strategies. 3. Nurture and develop corporate partners to exceed partnership objectives adopting a customer relationship management approach. 4. Contribute to wider Fundraising targets and organisational objectives. <p>Key Tasks</p> <p>Build and maintain effective relationships</p> <ol style="list-style-type: none"> 1. Account manage existing and new low and mid value corporate partnerships secured by SAMH. 2. Cultivate positive working relationships with a range of key stakeholders, both internal and external, to ensure effective management and maximising of partnerships. 3. Work with colleagues across the Fundraising department and within key teams including but not limited to Comms, Public Affairs and Workplace to deliver cross functional plans. 4. Work with colleagues at sister charities, Mind and Inspire, on delivery of UK wide partnerships. 5. Represent SAMH at external events and meetings. <p>Identify and maximise opportunities</p> <ol style="list-style-type: none"> 1. Identify and cultivate partnership/fundraising opportunities through corporate contacts, leads from the Fundraising inbox, networking and working with colleagues across SAMH. 2. Assist with the organisation and delivery of Corporate Cultivation events across Scotland. 3. Service ad hoc corporate supporters who contact the Fundraising inbox by providing communication, support and fulfillment. <p>Create fundraising collateral</p> <ol style="list-style-type: none"> 1. Provide support with creation and coordination of corporate partner communications and fundraising tools, such as corporate newsletters, fundraising toolkits and promotion of key dates/events. 2. Contribute to the development and implementation of Corporate Fundraising awareness materials and assets, in addition to generating fundraising ideas for corporate supporters.

	<p>Data management and reporting</p> <ol style="list-style-type: none"> 1. Ensure all corporate partnership developments are described accurately and positively in SAMH publications and online. 2. Maintain accurate records in the organisation database of communication, relationships managed and funding received. 3. Provide verbal and written reports as required by the Corporate Partnerships Manager. <p>Maintain professional knowledge</p> <ol style="list-style-type: none"> 1. Develop a good working knowledge of mental health issues in Scotland and SAMH's response. 2. Keep up to date with trends in the fundraising environment and on best practice in corporate fundraising. 3. Ensure all corporate fundraising is compliant with Institute of Fundraising codes of practice. <p>Other duties</p> <ol style="list-style-type: none"> 1. Ensure own personal and professional development is in line with the requirements of job description. 2. Undertake any other duties, which are in keeping with the grade and overall purpose of the post.
Key Internal Working Relationships & Contacts	<p>The Corporate Partnerships Fundraiser will be a key ambassador for SAMH delivering successful relationships with small to medium value companies, ensuring high standards of supporter journey. The post holder will work closely with the Workplace team to create leads for training opportunities. The post holder will also work alongside teams in Services, Communications and Public Affairs to achieve partner and income goals. Likewise the post holder will support the management of the day to day relationship with sister charities, Inspire and Mind, working alongside peers.</p>
Working Environment / Special Circumstances	<p>The post is currently remote with team days scheduled regularly in Glasgow and Edinburgh offices. The Corporate Partnerships Manager and two other Corporate Partnerships Fundraisers are based in Glasgow.</p> <p>This post holder will require the ability and willingness to travel across Scotland, and may occasionally require overnight stays away from home. The post holder will have a company credit card for expenses. The post holder will also be required to work evenings and weekends at times with TOIL provided for this additional work.</p>

Criteria		Essential or Desirable
Experience	Demonstrable success in building positive mutually beneficial relationships.	Essential
	Proven track record of achieving and exceeding (preferably income) targets.	Essential
	Experience of organising and prioritising own workload on a day-to-day basis.	Essential
	Ability to understand donor/customer priorities so as to be able to deliver an excellent donor/customer experience.	Desirable
	Experience of delivering or supporting on corporate partnerships or demonstrable transferable skills e.g. influencing a group to take part in an activity	Desirable
	Experience of presenting to/communicating with different audiences to promote fundraising or alternatively an activity or service	Desirable
	Experience of using databases.	Desirable
Knowledge	Understanding of or an interest in mental health.	Desirable
	Understanding of fundraising principles and Codes of Practice.	Desirable

Criteria		Essential or Desirable
Functional / Work-based Skills	Excellent verbal and written communication skills.	Essential
	Ability to build and maintain positive working relationships with internal and external staff of varying seniority.	Essential
	A creative, strategic thinker, with skills to develop new ideas and initiatives.	Essential
	Highly organised, with excellent attention to detail, including the ability to work on own initiative and manage and prioritise workload.	Essential
	Good IT skills. Competent in the use of MS Office, including Word, Excel, Outlook and PowerPoint and also social media platforms.	Essential
	Ability to work collaboratively across departments to achieve organisational goals.	Essential

Core Competencies and Commitment

At SAMH, our values underpin everything we do. We believe that everyone has the right to be treated with dignity, respect and equality. We believe that everyone is entitled to hope and choice and to achieve personal fulfilment.

These are the competencies that SAMH looks for and expects from staff who support the people who use SAMH social care services. These competencies enable SAMH to deliver its core purpose of mental health and wellbeing for all.

Core Competency	Behaviour and Skills
Recovery Focussed	Empathise, inspire and motivate others.
Communication	Communicate effectively and professionally and contribute to the accurate recording and monitoring of all case and incident recording systems. This includes communications by email, by phone/text and other on-line methods. Engage with a range of people from a wide variety of backgrounds.
Deliver a high standard/quality of work	Maintain the highest personal and professional standards. Work professionally and collaboratively with internal and external colleagues, those who use our services and members of the public and to meet the requirements of funders and regulators. Undertake personal responsibility for conduct and work ethic in line with SAMH Code of Conduct and other relevant professional standards.
Critical Reflection and Learning	Ability to reflect on own practice and learn from own experiences and those of others. Develop skills and knowledge of theory and practice and understand where role

Commented [EMADoW&BD1]: Check with HR – this is not relevant to this post but we would want to include overview of SAMH's mission and values

What content would you recommend adding here

Core Competency	Behaviour and Skills
	fits within SAMH and externally.
Supportive of Equality and Diversity	Challenge inequality and stigma; recognise and respond to the barriers individuals and groups face within society. Treat all people within SAMH (both staff and service users) fairly and with respect regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and/or sexual orientation.
Commitment to Health, Safety and Well-being	Understand, encourage and carry out the principles of integrated safety management; comply with SAMH Health and Safety Policy and Procedure; complete all required H & S training; take personal responsibility for safety.
Participation	Ensure the people who support SAMH as an organisation are able to contribute, volunteer and feel close to our charity.
Team Working	Ability to work as part of a team, supporting peers, offering encouragement and learning from others.
Service User Engagement	Develop, maintain and demonstrate a wide range of interpersonal skills when working supporters, including: open-minded, respectful, active listening, empathetic, maintenance of confidentiality, honest, honourable in agreements and practices, solution focussed, supportive and approachable, non-judgemental, pro-active, patience and resilience, professional approach.

Employees are required to read and understand the role profile for their position and are required to comply with SAMH's policies, all laws, rules, regulations and standards of conduct relating to their position and report any suspected violations of conduct to my line manager. All employees should adhere to the SAMH values in all interactions with service users, customers and colleagues.