



## PARTNERSHIPS MANAGER – UK: JOB DESCRIPTION

JOB TITLE	REPORTS TO	LOCATION
Partnerships Manager – UK	Director of Fundraising and Partnerships	Edinburgh (Social Bite, 1 Leith Walk, EH6 8LN) or London (home-based). Flexibility with remote working. Some travel will be required at various points throughout the year.

### WHAT IS THE PURPOSE OF THE ROLE?

Working closely with the Director of Fundraising and Partnerships and Executive Co-Founder, to deliver and develop a handful of UK-wide corporate partnerships, maximising their support through fundraising, awareness, gift-in-kind, sponsorship and more. To help manage the grant process, whereby the funds raised from those partnerships make a difference in communities across the UK through carefully-selected charity partner programmes. To produce corporate partner impact reports after key annual campaigns, through liaising with colleagues and charity partners about what the funds raised made possible.

### MAIN RESPONSIBILITIES

#### Corporate partnership delivery and development

- Develop and maintain excellent working relationships with stakeholders across a portfolio of UK-wide corporate partners.
- Maximise engagement and value for both the company and the charity.
- Provide first-class account management, including regular planning and review meetings, partnership agreements, development plans with timelines, campaign milestones, growth ideas, engagement opportunities and so on.
- Maximise corporate partner engagement with key Social Bite campaigns, events and projects – especially the Festival of Kindness Christmas appeal.

#### Charity partner relationship management

- Maintain relationships with a portfolio of select charity partners who operate regionally to support people experiencing homelessness and food poverty across the UK.
- Work closely with the Finance team to manage partnership agreements and a grants process, whereby once or twice a year, some of the funds raised by the corporate partners are allocated to charity partner programmes that reach communities nationwide.
- Communicate with the charity partners in advance of each campaign with surveys to assess needs, ensure appropriate agreements and expectations are in place and so on.
- Communicate with the charity partners after each campaign to gather information about the projects delivered with the agreed funding.

#### Impact reporting

- Liaise with colleagues across Social Bite to gather information about social impact projects to which corporate partner funding contributed.
- Ensure charity partners provide reports to agreed timelines, which outline qualitative and quantitative impact of the funded projects.
- Produce engaging impact reports that bring to life for corporate partners the difference they are making.
- Bring a creative approach to demonstrating impact for corporate partners, including videos and site visits.

#### New business

## MAIN RESPONSIBILITIES

During any quieter times outside of key campaign / event periods, support with the process of finding new corporate partners, by:

- Identifying potential prospects for mutually beneficial strategic partnerships that meet financial and non-financial targets and support the charity's vision.
- Working collaboratively with the team to create value propositions.
- Making approaches with a view to securing meetings.
- Creating tailored proposals and applications.

### Budgeting

- Feed into income and expenditure forecasting for the corporate and charity partners.
- Maintain accurate records of funds raised and spent for each partner.

### General

- To work closely with the wider team to support the rollout of new events, initiatives and campaigns.
- Working in corporate partnerships requires someone who is flexible and able to adapt to changing priorities, opportunities or challenges. The position might require travel across the UK and working on occasional evenings and weekends, as required by the duties of the post. Time off in lieu will be given in accordance with our TOIL policy.
- Keep accurate records through files and our database, to be able to report on pipeline progress and partnership portfolio income and expenditure.
- To adhere to the charity's policies including data protection, equal opportunity, safeguarding and health and safety.
- To comply with all recommendations and best practise set out by relevant bodies including
- the Institute of Fundraising and the Scottish Fundraising Standards Panel.

## KEY CHALLENGES

- Managing multiple partnerships at the same time can present competing priorities, especially before, during and after key campaign time (November-January).
- Ensuring charity partners meet deadlines to provide required information.
- Structures and systems are constantly evolving – opportunity to bring entrepreneurial spirit to help build processes and introduce new systems where appropriate.
- Joining a relatively lean team – opportunity to be resourceful and add value as a team-player in delivering exciting campaigns, projects and events.

## KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

### Experience and knowledge

- At least 2 years' experience of working within a corporate partnerships environment
- Proven track record of successfully managing and delivering corporate partnerships and exceeding partnership objectives
- Personal success selling in propositions or making successful bids to secure high value corporate support
- Experience of setting and managing budgets
- Good knowledge of fundraising best practise, and marketing and event techniques
- A comprehensive understanding of the principles of Corporate Social Responsibility
- Basic knowledge of charity law and understanding of partnership Agreements (including Commercial Participator Agreements)

## KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

### Skills

- Ability to quickly build rapport with a wide variety of individuals of all levels of seniority to achieve positive outcomes and establish sustainable relationships and partnerships
- Exceptional communication skills – written and verbal, with the ability to write compelling copy, articulate clearly and succinctly, and give confident and engaging presentations
- Good influencing and negotiating skills with a confident and persuasive approach
- Project management skills – proven ability to implement plans and deliverables to tight deadlines
- Excellent time & priority management and organisational skills

## PERSONAL ATTRIBUTES

### Ethos and approach

- Proactive, creative thinker who spots new opportunities and innovative ideas
- Flexible and solution-focused
- Passion for the cause of ending homelessness and a commitment to unlocking the support that funds projects to help break the cycle of homelessness.
- Ability to represent the work of Social Bite to the public with commitment and integrity.
- A willingness and commitment to undertake the role in a professional manner and maintain high-quality work at all times.
- To help promote an effective, positive and constructive team culture, where the work of others is valued and respected.

## KEY RELATIONSHIPS

### Internal

Director of Fundraising and Partnerships

Executive Director and Co-Founder

Fundraising and Marcomms team including Head of Individual Giving & Marketing, Corporate Partnerships Manager

HR Business Partner

Social Impact Team

Finance Team

### External

Corporate partners

Charity partners

Volunteers

Designer

Occasional agencies and consultants