



## CORPORATE PARTNERSHIPS MANAGER: JOB DESCRIPTION

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

### WHAT IS THE PURPOSE OF THE ROLE?

To deliver and develop a portfolio of corporate partnerships that operate across Scotland and London. You will be responsible for maximising their support through fundraising, awareness, gift-in-kind, volunteering, cause-related marketing, sponsorship, corporate donations and more. This role also includes new business, factoring in time to identify and approach potential supporters and secure new corporate partnerships.

### MAIN RESPONSIBILITIES

#### Corporate partnership delivery and development

- Develop and maintain excellent working relationships with stakeholders across a portfolio of corporate partners which are based in / operate across Scotland and London. They span a variety of sectors and include well-known brands and large-scale employers.
- 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, development opportunities, stakeholder engagement, reporting and so on.
- Maximise corporate partner engagement with key Social Bite campaigns, events and projects – especially the Festival of Kindness Christmas appeal.

#### New business

- Identify and secure potential prospects for mutually beneficial partnerships that meet financial and non-financial targets and support the charity's vision.
- Work collaboratively with the team to create value propositions.
- Make approaches with a view to securing meetings.
- Create and negotiate tailored proposals and applications.
- Set up new partnerships, from objective-setting and agreements through to launch.

#### Budgeting

- Feed into income and expenditure forecasting for existing and new corporate partnerships.
- 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

## MAIN RESPONSIBILITIES

the Fundraising Regulator, 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 and event times.
- 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)

### 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

HR Business Partner

Social Impact Team

Finance Team

### External

Corporate partners

Volunteers

Designer

Occasional agencies and consultants