Edinburgh Dog & Cat Home

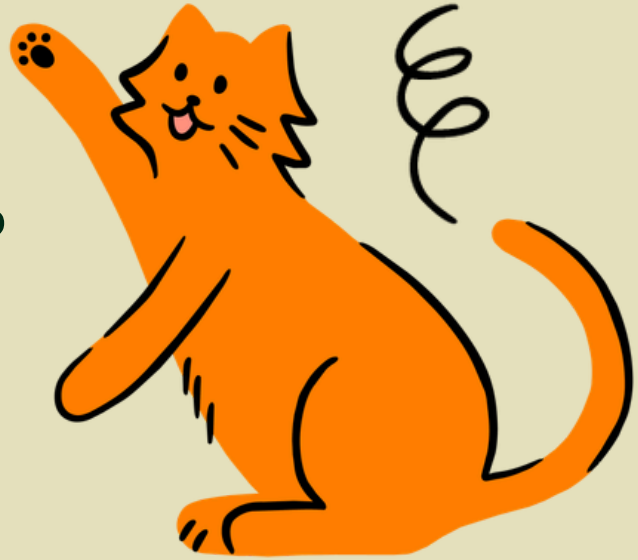
Corporate Partnerships Manager

Full or Part Time, Permanent Role

Application Pack

Who We Are

Here at Edinburgh Dog and Cat Home, we strive to make sure that every pet has the loving home it deserves, and we get our claws into our cause.



Our Mission

We protect loving homes, we find loving homes and we provide a loving home.

Edinburgh Dog and Cat Home supports pet owners and cares for dogs and cats in communities in Edinburgh and beyond.

We are a safe place for pets in need, supporting owners facing tough times, and providing love, training and veterinary treatment for the animals in our care. As a trusted expert, we work hard to find each dog and cat their new family and a loving home for life.

Our Values

They guide us every day, as individuals, as a team and in our support for pets, people and communities.

Compassionate

We are caring, respectful and authentic. We listen and act without judgement, providing advice, education and support. The biggest challenges take the biggest hearts, and ours are boundless.

Courageous

We are ambitious, dedicated and progressive. We champion important animal welfare issues. We always strive to do our best for the dogs and cats in our community and in our care.

Collaborative

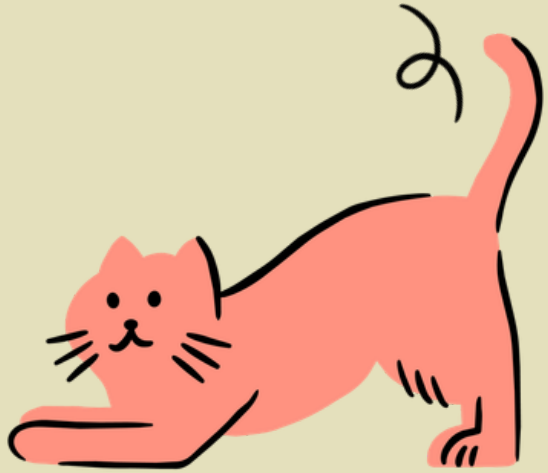
We are open, approachable and value the experiences of others. We partner to deliver effective solutions and grow our impact. We are passionate about learning and development to advance our expertise, and we contribute to the wider animal welfare community.

Role Description

Purpose of the Role

Develop, secure, and steward a pipeline of corporate partnerships, sponsorships, and Charity of the Year relationships that deliver income, in-kind support, and long-term engagement for the Home. The role also builds awareness and visibility of the Home through networking and external relationship development across Edinburgh and Lothians.

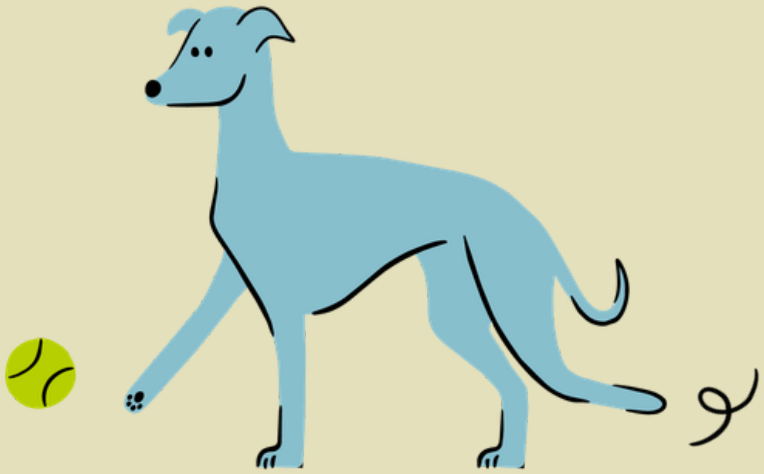
Key Responsibilites



Corporate fundraising and partnerships

- Develop and nurture long-term corporate partnerships, building strong and mutually beneficial relationships that deliver sustainable value and impact, including delivery of Environmental, Social and Governance (ESG), Corporate Social Responsibility (CSR) and employee engagement objectives.
- Research, prospect and develop a pipeline of corporate partnership opportunities that deliver income and impact for the Home.
- Design and deliver compelling partnership proposals, pitches and tailored cases for support including Charity of the Year applications, event sponsorship and in-kind support.
- Represent the Home at networking and sector events to build relationships and generate new partnership opportunities.
- Promoting and stewarding gift in kind, payroll giving, corporate volunteering, employee fundraising and matched funding support.

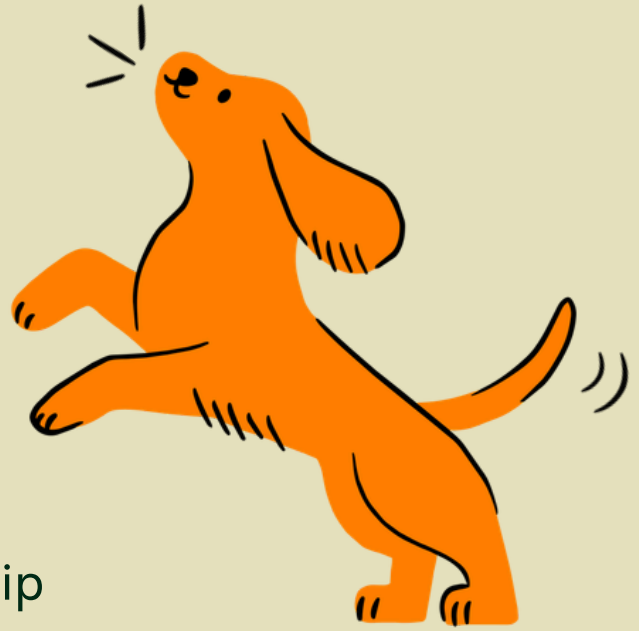
Key Responsibilites



Strategy development and execution

- Work with the Head of Income and Engagement, and fundraising colleagues, contribute to the ongoing development of the Home's fundraising strategy and integrated growth plan to diversify and grow sources of income.
- Work with the Head of Income and Engagement, Finance Manager and colleagues to ensure funding needs are identified, developing compelling cases for support channeled to the Home's greatest needs.
- Provide insight into corporate fundraising trends to develop new fundraising opportunities for the Home.

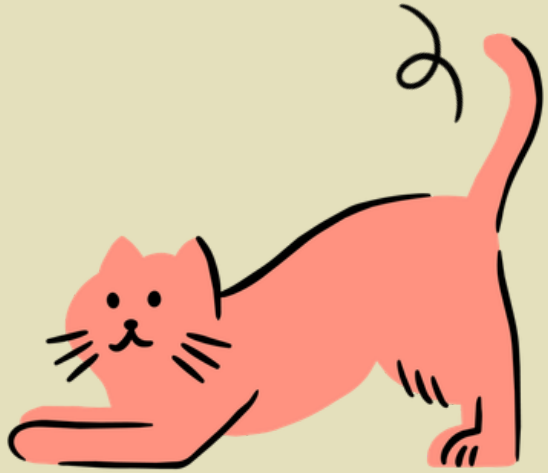
Key Responsibilites



Engagement and collaboration

- Build and maintain exceptional stewardship and relationship management for corporate partners, ensuring strong retention and renewal rates.
- Work collaboratively with the Marketing and Communications team to drive forward the integrated growth plan to engage prospective, new and existing partners in the work of the Home.
- Build strong relationships with volunteering and community engagement teams to support volunteering opportunities.
- Contribute to The Home’s newsletter and email marketing to ensure fundraising activities and support are aligned with strategy and being represented accurately and consistently.

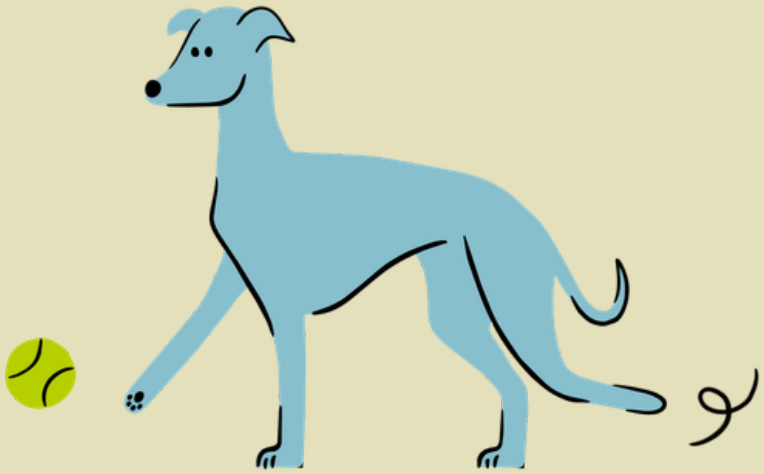
Key Responsibilites



Reporting monitoring and budgeting

- Meet agreed KPIs and income targets, providing regular reports on key activities for the month and the performance against income streams, developing mitigation plans for income at risk.
- Produce impact reports, updates and partnership communications in collaboration with the communications team.
- Devise an annual budget, ensuring all activities achieve a good return on investment, aligned with sector benchmarks, and delivered within budget and achieve target income.
- Utilise effective recording systems for information, monitoring and evaluating all fundraising activities.

Key Responsibilites



Administration

- Create a suite of operational procedures to support the corporate fundraising and partnerships.
- Ensure CRM, Teams and other key administration and project management programmes are deployed, according to best practice to ensure key data and projects are recorded in an accurate and timely manner.
- Ensure that all fundraising activities fall within current data protection legislation and sector best practice guidance, including the Code of Fundraising Practice sharing knowledge with colleagues as appropriate.

Person Specification

Animal Welfare

You will have occasional contact with animals and pet owners who use our services as part of your role, so you must feel comfortable working with dogs and cats and have an understanding of and empathy for animal welfare and tackling pet poverty.

	Essential	DESIRABLE
Education and Training		Fundraising Qualification
Experience	Ideally in business development in the private or public sector, or within a corporate partnerships role within the third sector. Proven track record in securing gifts of at least five figures from major donors or corporate partners Developing and maximising relationships at all levels for impact and income from partnerships and major donors.	Experience in animal welfare related fundraising. Experience in developing and executing a fundraising strategy.

Person Specification

	Essential	DESIRABLE
Experience	Compelling propositions and cases for support to secure support that generates income, and the preparation of impact reports. Major donor and corporate fundraising strategy development. Managing and developing budgets.	Grants and Trusts fundraising. Building relationships and gaining support through Linkedin Line management.

Person Specification

	Essential	DESIRABLE
Skills and knowledge	Strong fundraising skills and knowledge Exceptional oral and written communication skills Strong relationship management and stewardship skills The ability to spot opportunities, identify prospects needs and motivations, and match these with the priorities of EDCH Ability to negotiate and influence key stakeholders Networking skills that generate opportunities Outstanding organisational and project management skills.	Experience with CRM systems Using LinkedIn to build networks and as a prospecting tool

Person Specification

	Essential	DESIRABLE
Personal Attributes	Target driven, always looking for new opportunities and leads. Driven by ambition to build partnerships that deliver impact and income. Team player, but with ability to work independently. Confident, outgoing, approachable and positive.	Interest in welfare of dogs and cats
Other requirements	Fully computer literate with all Microsoft packages Willingness to travel regularly to meetings and conference with occasional overnight stays.	Full driving licence with access to own car

Role: Corporate Partnerships Manager

Reporting to: Head of Income and Engagement

Location: Hybrid – We offer hybrid working with the option to discuss flexible and compressed hours. We are committed to helping our team maintain a healthy work/life balance. This role offers flexible hybrid, homeworking and part time options. We are open to discussing a working pattern that suits us both.

There is an expectation of a minimum of 1 day per week working on site at Edinburgh Dog and Cat Home and regular attendance at meetings and events in Edinburgh and Lothians.

Starting Salary: £36k per annum

35 hours per week. Occasional work on evenings or weekends will be required. This will accrue TOIL in line with the Home's policies.

Staff Benefits:

- Enhanced holiday + bank holidays, increasing with length of service
- Generous pension scheme
- Life insurance
- Enhanced parental leave
- Employee Assistant Programme
- Staff wellbeing programme
- Winter flu vaccinations
- Uniform allowance
- And many more

Edinburgh Dog & Cat Home

How to Apply

Submit your CV and a covering letter to **recruitment@edch.org.uk** by **Sunday 11th October.**

Interviews will likely be held on **Wednesday 28th October**.