

Corporate Partnerships Manager

Department: Fundraising

Reports to: Head of Trusts and Partnerships

Direct Reports: None

Designation: Permanent (3)

Salary: £30-36k per annum dependent on experience

Hours: 37.5 (Monday to Friday 9am to 5pm)

Benefits / Equipment: Annually 31 days holiday inc. Bank Holidays (232.5 hours)

Access to Newlife Pension Scheme

Staff discount, following 12 weeks service

Health Cash Plan at level 2 (worth up to £1300 per year), post probation

2 week(s) company sick pay

Company Car / expenses to be paid

About Newlife:

Newlife's mission is to save and change the lives of disabled and terminally ill children, across the UK.

We have over 25 years of success and we continue to help disabled children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Child health research
- Action to campaign for change
- A 'training into work' opportunity for disabled adults
- Environmental protection

You can find out more about Newlife the Charity for Disabled Children by visiting our website: www.newlifecharity.co.uk

Post Summary:

We are looking for an established fundraiser to assist with the fundraising strategy to build strong, long term and profitable corporate fundraising partnerships in order to increase restricted and unrestricted income.

The person we are looking for will develop and implement the corporate fundraising plans in order to secure corporate fundraising income with support from the Head of Trusts and Partnerships and Head of National Fundraising.

They will identify, research, assess, recruit and manage new and existing corporate partners to ensure the delivery of agreed corporate fundraising income targets.

If you feel you have the essential (must have) requirements and can also demonstrate a significant number of points from the desired (could have) requirements shown, please apply.

Essential Requirements:

- Proven ability to fundraise from companies.
- Proven ability to work within agreed budgetary constraints.
- Proven ability to develop presentations, pitches and to write compelling copy to motivate support
- Appropriate interpersonal and networking skills to build strong long-term relationships with key contacts and volunteers at all levels.
- Educated to degree level or equivalent experience.
- Ability and confidence to represent the organisation with potential and existing funders.
- Enjoys working under pressure.
- Excellent personal organization and administrative skills, including time management and attention to detail.
- Flexible and adaptable approach to work.
- Team player who builds open and supportive relationships.
- Strong negotiating and influencing skills.

Desirable Requirements:

- Proven ability to produce in depth, motivating and inspiring proposals and funding reports.
- Holds a Professional Fundraising qualification

Primary Responsibilities:

In respect of Newlife you will have responsibility for:

- Develop a new business pipeline with the aim of securing long term and high value relationships with potential strategic corporate partners.
- Working with the Head of Trusts and Partnerships, identify and secure fundraising activities and corporate volunteering opportunities with stakeholders who currently work with Corporate Services and Commercial Division.
- Foster relationships with new and future corporate supporters through regular reports, corporate newsletters and innovative and compelling communications.
- Liaise with and account-manage existing Newlife SME corporate partnerships.
- Research the corporate marketplace for funding opportunities and partnership matches that can be added to the new business pipeline.
- Plan, design and present compelling partnership presentations and proposals to companies in order to secure income generating partnerships.
- Monitor and report on corporate income and expenditure to the Head of Trusts and Partnerships and Head of National Fundraising
- Ensure all relationships comply with relevant Charity law and adherence to agreed Commercial Participation Agreements.
- Support Newlife strategies and initiatives to expand the organisation's supporter base, raise funds and communicate the wider aims of Newlife throughout their work.
- Maintain the highest professional standards at all times, ensuring that all outputs are produced within agreed budgets, time scales and specifications.
- Represent Newlife externally, attending meetings, conferences and events as and when appropriate.
- Assist with general enquiries on information and resources from Newlife, when necessary.

Reporting Duties:

- Inform the Head of Trusts and Partnerships and Head of National Fundraising of developments and activities on an ongoing basis;
- Produce an annual corporate fundraising and volunteer development plan.
- Maintain a detailed advance quarterly Work Plan or Online Calendar;
- Input to a written management reports on activities and progress against targets for submission to the Head of Trusts and Partnerships and Head of National Fundraising;
- Attend regular meetings with the Head of Trusts and Partnerships as required under Newlife Support & Supervision Policy;
- Attend Fundraising team meetings as required.

Additional Responsibilities / Expectations:

- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Always compassionate and deserving of trust.

- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.
- Any other duties as required from time to time.

Notes:

All offers of employment will be made subject to satisfactory references being received.
All Newlife roles are subject to a 6 months probationary period.

Our Values:

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better.
- People at our heart - every day.

Interested?

Find out more about Newlife by visiting www.newlifecharity.co.uk and www.newlifestores.co.uk/landing/ or see what current employees say by visiting www.newlifecharity.co.uk/docs/about/employment.shtml

To apply:

Submit a Newlife Application Form which is available from our website, by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, by email to peopleteam@newlifecharity.co.uk or by post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email or call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

Other Info:

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

