

Job Description & Person Specification

Department:	Fundraising
Job Title:	Corporate Partnerships Executive
Salary:	£26,000 per annum
Hours:	35 hours per week, 5 days per week (part time considered)
Location:	Head Office: Havant, Hampshire 2 days p/w minimum in the office
Reports to:	Corporate Partnerships Manager
Direct reports:	N/A

Job Overview:

The Corporate Partnerships Executive role is an exciting, new, permanent position in the growing fundraising team which will account manage a selection of our national corporate partners, as well as support the stewardship of our larger national and international partners. The successful applicant will use their creativity and initiative as well as great interpersonal skills to research new businesses/sectors, prepare and deliver presentations to potential new partners, and support all of our corporate fundraising efforts.

Main Duties and Responsibilities

- Work with our Corporate Partnerships Manager and Director of Development, as well as the wider team to implement our fundraising strategy and meet collective annual income targets. We live by the mantra of One Team, One Target at Over The Wall
- Manage high-quality account management of a portfolio of national partners, helping us to deliver fantastic partnerships for our supporters. The role will do this by:
 - Communicating with partners effectively and efficiently
 - Creating plans for engaging year-round partnership opportunities, including volunteering and fundraising
 - Activating custom and innovative plans for collaboration
 - Attending Over The Wall and external events with partners
- Work with our Trusts & Foundations team to ensure that high-quality corporate grant applications are submitted and managed
- Alongside our Corporate Partnerships Manager, maintain a high-quality pipeline for new partnerships, across a range of sectors
- Ensure that post-funding reports are promptly and comprehensively completed
- Ensure all communication with supporters and prospective donors is recorded and logged accurately within our CRM (Donorfy) and other systems.
- Contribute positively to the team, working collaboratively on the development of robust partnerships, sharing information and ensuring approaches are coordinated effectively
- Adhere to the highest standards of fundraising best practise and ensure all activities comply with the relevant data protection and other legislation

An average week in the life of our new Corporate Partnerships Executive might include:

- **Monday** - Spending some desk time updating our ‘prospects list’ and records in our online platform (Donorfy), including researching new business, logging details and ensuring that our progress is accurately reported
- **Tuesday** - A day in our head office for our ‘all staff’ day; an opportunity to collaborate across departments, attend in-person meetings (often outside in our deck chairs or by our koi ponds) and connect with the wider team
- **Wednesday** - Taking virtual and in-person meetings with new and existing partners to discuss activation opportunities, employee fundraising events and volunteer opportunities
- **Thursday** - Travelling with our operations team to one of our camps to run activities with our corporate partners such as our setup days or visitor days (approx. 6-10 a year)
- **Friday** – Catching up on emails from colleagues about plans for partner engagement, new opportunities/projects and preparing presentations and proposals for next week’s meetings

Corporate Partnerships Executive: Person Specification

Essential	Desirable
Education & Experience	
<ul style="list-style-type: none"> • Educated to A Level, NVQ/SVQ, Level 3 Apprenticeship, BTEC, Advanced Diploma, IB, Advanced Higher, EPQ or equivalent level • Experience of providing high-quality administration/organisation or written work using online systems as well as the MS Office suite • Experience of managing partnerships or developing corporate relationships • Experience of working on multiple simultaneous projects with multiple deadlines 	<ul style="list-style-type: none"> • Additional fundraising training courses • Experience of using database systems • Experience of delivering communication plans • Experience of researching markets to identify new business opportunities • Experience of delivering volunteering opportunities • Experience of working in, with, or for the charity sector
Skills and Abilities	
<ul style="list-style-type: none"> • Excellent planning and time management skills • Excellent attention to details • Confidence in contributing new ideas, especially to more senior staff • Initiative driven and confident working in a hybrid remote team 	<ul style="list-style-type: none"> • Ability to write and design (using our online templates and tools) engaging, concise and accurate proposals/reports
Personal Qualities – all essential	
<ul style="list-style-type: none"> • Commitment to joining us in creating an inclusive working environment for all • Friendly and professional approach and attitude • Able to work well as part of a team, but also to work independently and proactively • Able to be passionate and inspiring when communicating about OTW’s work • Flexible and able to respond to changing priorities • Confident in liaising with stakeholders at all levels in a professional manner • Able to develop strong relationships both internally and externally, including developing relationships virtually • Commitment to GDPR, the Fundraising Code of Practise and other relevant legislation 	

Notes to applicants:

This position will require occasional evening and weekend work to meet the needs of the post, as well as frequent travel to OTW sites and partner offices when appropriate. Our team works flexibly around working and personal commitments, including encouragement to manage your own diary as you see fit. Reasonable notice will be given for any significant work outside of normal contracted hours and Time Off In Lieu (TOIL) will be given in these instances, if appropriate.

A current UK driving licence and use of a vehicle for UK travel is desirable but not essential, however the ability and willingness to travel within the UK (by private vehicle or public transport) is essential given the location of most of our sites.