

## **JOB DESCRIPTION/PERSON SPECIFICATION**

**Role:** Head of Corporate Partnerships (Permanent - Full time/ flexible working)

**Hours:** 35 hours a week.

**Location:** Commutable to London (desk space with a corporate partner in Central London up to two days per week), with one day per month in our Portsmouth office, and increasing travel to Derby for meetings from mid-2024.

**Reports to:** Director of Development

### **Main responsibilities include:**

- To develop and support the corporate function within the Fundraising Strategy for 2024-2027.
- To follow and develop the newly developed fundraising strategy in order to create and sustain a plan to achieve the Corporate Partnerships target of £413,000 in 2024 growing to half a million in the coming years. Importantly, to work with the Corporate Partnerships Manager in identifying opportunities for multi-year partnerships to support our three-year strategy beyond 2024.
- To work collaboratively across the team and wider organisation to identify opportunities for collaboration, including volunteering opportunities, sponsorship opportunities and pro-bono/ GIK.
- To develop a significant footprint in the East Midlands, building a strong network of corporate supporters to support our new home in Derby as we undertake a capital campaign to renovate the site.

### **Account Management**

- To provide excellent levels of support, stewardship, and communication to corporate supporters, providing bespoke opportunities and engagements for each partner. This may include working with our overseas partners via the SeriousFun Children's Network, which may include international travel.
- To record all contact with corporate supporters on Donorfy, adhering to data protocols of the Development Team and GDPR/other relevant fundraising legislation.
- To ensure that Over The Wall fulfils all contractual obligations to corporate partners and supporters.
- To work with the Digital Communications Officer to ensure that corporate partnerships are featured appropriately on OTW website and in social media.
- To identify opportunities for corporate supporters' employees to engage at camp and volunteering opportunities. To promote these opportunities to corporate supporters and to work with the Head of Volunteering to facilitate these.
- To support the Corporate Fundraising Manager in maximizing the opportunities of fundraising events and initiatives to corporate supporters and their employees.
- To support the Corporate Partnerships Manager in motivating and thanking employees of corporate supporters for their fundraising efforts and to provide feedback through engaging and attractive communication materials.

- To arrange and attend regular meetings with corporate supporters nationwide, with focus in London and the Midlands.
- To attend fundraising and volunteering events involving corporate supporters and to provide full support. This will involve some evening and weekend events and travel to Over The Wall camps plus frequent travel to Derby.
- To produce and deliver presentations and run information events for corporate supporters, engaging them with Over The Wall's work and activities.

### **New Business**

- To develop a compelling, regularly updated corporate engagement offer with a flexible and diverse menu of opportunities for prospective corporate partners.
- To regularly research, prioritise and approach a target list of prospective corporate partners, based on each companies' values, giving potential, CSR agenda and selection policy.
- To cultivate and approach new corporate leads, growing the pipeline of new corporate prospects with a view to securing five and six figure relationships.
- To draft funding bids and proposals for corporate partners as and when required, in discussion with the Finance Director and other Fundraising colleagues to ensure consistent accuracy, style and quality.
- To work with colleagues in the SeriousFun Children's Network and sister camps to explore new global partnerships.
- To develop and maintain a detailed knowledge of Over The Wall projects and services in order to produce applications that reflect the funding needs and operational priorities of the charity.

### **Strategy & reporting**

- To oversee and regularly develop/update the corporate fundraising strategy to determine the objectives, financial targets, partnership criteria and good practice that should underpin our corporate relationships.
- To provide engaging reports to corporate partners and SeriousFun Children's Network on their funding for Over The Wall and all activities undertaken through the year.
- To provide regular reports to the Director of Development on income projections and any other information as required.

### **Managing Relationships**

- To build strong internal working relationships with colleagues, both within Over The Wall and within the SeriousFun Network.
- To build strong external working relationships with partners and prospects.
- To manage and develop the Corporate Partnerships Manager and contribute to development opportunities across the Fundraising team, and wider Over The Wall team.

**Managing Systems**

- To ensure all communication with corporate supporters is recorded and logged accurately on our CRM and other systems (training will be provided).

**Other**

- To adhere to Over The Wall policies and procedures at all times.
- To contribute to the Development Team's strategic planning and budget process provide information to feed into management reports.
- To carry out any other task as reasonably requested by the Director of Development.

**Development.**

- This role will include some evening and weekend work for which time off in lieu will be granted under agreement of the Director of Development.

**Person Specification (e – essential, d – desirable)**

- Prior experience and proven track record in a similar role, ideally managing multi-year partnerships raising six-figures. (e)
- Excellent interpersonal, verbal communication and writing skills with an attention for detail. (e)
- Performance focused. (e)
- Adaptable team player. (e)
- Ability and willingness to travel and occasionally work evenings and weekends as the role requires (e)
- Fundraising qualifications. (d)