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hospice care in your home or ours

Job Description

Senior Corporate Partnerships Officer

ellenor.org

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Registered Charity No: 1121561

[@ellenorcharity](https://www.instagram.com/ellenorcharity)



Job Title: Senior Corporate Partnerships Officer

Department: Income Generation

Contract Terms: Full-Time 37.5 hours per week, 1-year fixed term contract

Salary: £29,217

Location: Gravesend DA11 7HQ / Swanscombe DA10 0AB and occasionally work from home

Responsible To: Corporate Partnerships Manager

Accountable To: Head of Supporter Engagement, Director of Income Generation

Manages: N/A

About Us:

The organisation has in-patient ward, at the Hospice in Northfleet, comprehensive adult and children and young people's community services and a range of out-patient and wellbeing services all supported and delivered through a multi-disciplinary team (MDT).



Scope and Job purpose

Role Purpose:

As the Senior Corporate Partnerships Officer, you will play a crucial role in developing our plans to drive new and sustainable income from businesses and create 'Purposeful Partnerships'.

This varied role focuses on generating new business and sponsorship opportunities, maintaining great relationships, and seeking growth opportunities from our existing partners.

With the support of the Corporate Partnerships Manager, you will play a part in developing, implementing and delivering the corporate budget.

So, if you want to step into a rewarding role where you'll make a real difference to care and support when and where it is needed most, we'd love to hear from you.

Internal Key Relationships

- Corporate Partnerships Manager
- Supporter Engagement Team
- Wider Fundraising Team
- Marketing and Communications
- Clinical teams
- Operational teams such as Catering and Facilities

External Key Relationships

- Business contacts, including owners, stakeholders, directors and key stakeholders
- Corporate Foundations
- Sector Colleagues/ Corporate Fundraising Networks
- Wider business community networks, such as the Chamber of Commerce
- Suppliers
- 3rd Party event providers



Main Duties and Responsibilities

Key Responsibilities specific to this role

The duties outlined below are not definitive and may be changed in accordance with the needs of the organisation.

- In collaboration with the Corporate Partnerships Manager, refine and develop our 'purposeful partnerships' approach to increase the sustainability and value of both existing and new partnerships to achieve the agreed corporate income target in line with our strategic objectives.
- Assist with implementing clear stewardship and account management of corporate partners, sponsors and SMEs via email, phone and meetings to help build strong and sustainable relationships.
- Ensure that partnerships deliver agreed tangible and sharable impact and work closely with our Marketing and Communication team to ensure that our partners have the resources they need for the charity partnership's internal and external promotion.
- Support with developing, planning and delivering the Corporate Partnerships Team's fundraising budget, activities, sponsorship opportunities and campaigns.
- Participate in monitoring, reviewing and reporting monthly/quarterly income, expenditure, KPIs, objectives and personal development.
- Monitor key industry trends and identify potential new partners that align with our values and strategic objectives.
- Identify and attend key networking events to maximise our exposure and develop and nurture existing and new relationships with attendees and hosts.
- Confidently deliver presentations and talks to existing and potential new partners to inspire them to connect with our cause.
- Support with delivering events, including supporting events that partners run in aid of and on behalf of ellenor.
- Work with key internal stakeholders to identify and implement mutually beneficial corporate volunteering opportunities.
- Maintain excellent communication records using our fundraising database.
- Identifying and attending industry training opportunities.



Other responsibilities

Governance:

- Always follow relevant governing bodies, including GDPR compliance.
- Keeping up to date on key trends and best practices.
- Maintain confidentiality of all information acquired. This includes supporters, patients, carers, staff, and volunteers.
- Take responsibility for being up to date with current ellenor policies and procedures, adhere to these and be aware of guidelines stated in the staff handbook.
- Work with the Supporter Care Team to maintain high-quality data on the Donorflex database, ensuring information is collected and recorded in accordance with the requirements of the Data Protection Act where possible.
- Ensure that we follow all regulations regarding Data handling and processing.

Development, Education and Training

- Undertake mandatory training as ellenor requires and participate in appropriate education, learning and development.
- Undertake an appraisal annually and, through self-development, continuously update and improve knowledge and competencies.
- Co-operate fully in introducing any new technology and new methods of working as appropriate.
- Take on any other duties that may be reasonably requested.
- Actively contribute to a culture of resourcefulness and best practice to make the best use of time, skills, and expenditure.
- Be able to see opportunities that align with the needs of ellenor.
- Be responsible for your own administration.

Health and Safety

The post holder is responsible for taking reasonable care of self and others in relation to managing risk, health, and safety and will be required to work within the appropriate policies and procedures.

This job description is not intended to be restrictive but is an outline of the main duties. The job description will be reviewed periodically to take into account developments in the organisation, department or role.

General:

- Adapts and develops in line with the changing needs of the role,
- Acts as an ambassador for ellenor to raise the profile of the organisation at a local, regional and national level, as required,
- To maintain up to date mandatory and essential to role training
- Works flexibly across sites and departments from time to time as may be requested by their managers.
- Undertakes other duties commensurate with the seniority of the post as may be requested by their managers.
- To follow all policies and procedures.
- To be aware of the staff values of the ellenor and to behave as a fit representative.

Person Specification

Job Title: Senior Corporate Partnerships Officer

Education / Qualifications

- Educated to GCSE level or equivalent professional experience.

Experience

- Experience in securing new business with corporates.
- Experience researching new business opportunities, generating leads, and managing a pipeline.
- Experience in account management.
- Experience in event, project and campaign management and working to deadlines.
- In achieving and exceeding income targets.
- Create proposals/pitches and confidently present these.
- Experience working collaboratively with a marketing and communications team to create effective collateral.
- Experience in budget management and reporting.

Knowledge, Skills and Attributes

- Excellent communication skills, both verbal and written.
- Be organised and have time management skills with the ability to manage and prioritise a varied workload.
- Excellent relationship management and customer service skills.
- Strong IT skills using Microsoft Office, Outlook Programmes and CRM databases.
- Solid understanding of marketing
- Self-motivated with the ability to work both independently and collaboratively with other teams
- Empathetic, understanding and able to demonstrate sensitivity in the working environment of a hospice
- Confident, friendly and approachable with the ability to communicate with varied stakeholders on different levels
- Creative thinker with the ability to identify opportunity
- Flexible and willing to attend some events outside of standard working hours
- Passionate, driven and hard working with a 'can do' attitude.
- Access to own vehicle and current driving licence with insurance for business use.