

St Teresa's Hospice

JOB DESCRIPTION

1. JOB DETAILS	
Job title:	Corporate Partnership Officer
Grade:	Hospice Band 5
Reports & is responsible to:	Senior Fundraiser
Location:	St Teresa's Hospice
2. JOB PURPOSE	
<p>The Corporate Partnership Officer will work alongside other Income Generation Team staff members, with the specific responsibility to acquire and develop new supporters and to nurture existing supporters (organisations and individuals) to achieve fundraising goals, in accordance with the Hospice's fundraising strategy.</p> <p>The Corporate Partnership Officer will facilitate:</p> <ul style="list-style-type: none"> • Growth through Donor Empowerment and Retention • Growth through Telling Our Story • Growth through Partnerships, Growth through Events 	
3. ORGANISATIONAL CHART	
Hospice Board of Trustees	
Chief Executive Officer	
Senior Fundraiser (line manager)	Marketing Team
Corporate Partnership Officer	
4. DIMENSIONS	
The Department consists of:	Senior Fundraiser, Community Engagement Officer and Corporate Partnership Officer, Fundraising Assistant, In Memory and Legacy Officer, Trust and Grants Manager, Fundraising Database Administrator and Marketing Lead.

5. KEY RESULT AREAS

- Account Manager:
 - To be an account manager assigned to long term partnerships for individuals, groups and businesses who are supporting the Hospice.
 - With a supporter-centric, appeals driven approach to prospecting and fundraising, you will work with businesses, individuals, groups, partners, and other organisations to ensure we reach all key sectors for donor acquisition.
 - Identify, develop and maximise fundraising opportunities and income from all sectors.
 - Create strategic opportunities for giving (financial and non-financial donations) and long-term partnerships.
 - Ensure that all contacts are tracked and recorded consistently using our fundraising database.
- Acquisition and Development:
 - Play a key role in fulfilling the overall fundraising strategy of securing and developing new partnerships for St Teresa's Hospice, through:
 - Exploring business and group partnerships to grow donor numbers.
 - Ensuring existing donors receive the support they require to fulfil a mutually beneficial relationship through proactive account management.
 - Contributing towards the team's accurate over-view of businesses/organisations in the Hospice's area, helping to keep up to date with movements of companies and changes in key personnel.
 - Research and develop a pipeline of fundraising focused partnerships to expand available opportunities.
 - Organise and run fundraising engagement events.
 - Develop and introduce a new corporate partner's scheme to secure corporate partners that are strategically aligned with the Hospice's priorities; bringing their own business experience and creativity to develop networks and opportunities.
 - Prepare and deliver compelling and evidence-based pitches and presentations to deepen and develop relationships.
 - Network, establish and maintain links with partners in the Hospice's area.
- Events:
 - As a member of the Income Generation Team, you will lead some Hospice-initiated fundraising events including the Christmas Tree Collection, Great North Run, Hospice Quiz and Out of Office Challenge
 - Working in partnership with the Community Engagement Officer scope out sponsorship opportunities arising from Hospice-initiated events, create sponsorship opportunities, and make targeted approaches to organisations to gain sponsorship.
- Fundraising targets:
 - Fundraising as a team need to generate a positive return on investment.

6. MOST CHALLENGING PART OF THE JOB

In this role you will be expected to work in collaboration to generate income and deliver high quality supporter care with limited resources. This role is about making new connections and developing them into life-long supporters. To develop and implement plans to grow partnerships and income in a challenging and competitive fundraising environment.

7. DBS / other checks required:

This post is deemed to require a Basic DBS check via the Disclosure and Barring Service. This is due to the fact that the post has access to premises where we care for children and vulnerable adults, and to confidential records/company finances/financial information. Further information on the Basic Disclosure service is available from <https://www.gov.uk/government/publications/basic-checks>

All employees of St Teresa's Hospice are required to provide proof of their identity and eligibility to work in the UK.

Employees will be required to complete compliance checks in line with our current policy, as relevant to their role, such as providing evidence of professional registration, insurance and qualifications, employment history and references, and health clearance.

This job description is intended as a guide to the principle duties and responsibilities of the post. It must not be regarded as precisely defining all duties and will be subject to amendment in the light of developing service needs and changes in health policy.

PERSON SPECIFICATION

All factors must be measurable and justified by the job

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND QUALIFICATIONS		
1. Level 2 or higher standard of literacy (standard equivalent to GCSE grade C/4 or higher)	✓	
2. Level 2 or higher standard of numeracy (standard equivalent to GCSE grade C/4 or higher)	✓	
3. Qualification in a relevant subject at Level 5 or above or equivalent experience	✓	
4. Computer literate and able to use the Microsoft Office Suite	✓	
5. Knowledge of best practice and legal issues relating to fundraising		✓
6. Fluent in the English language	✓	
7. Understanding of Palliative Care and the Hospice ethos		✓
EXPERIENCE		
1. Previous partnership experience and up to date knowledge of working within fundraising legislation and best practice	✓	
2. Ability to create compelling and engaging partnership proposals	✓	
3. Proven experience of working to achieve targets in terms of income.	✓	
4. Experience in a sales environment		✓
5. Experience of event management	✓	
6. Experience of working with the general public	✓	
7. Experience of financial budgeting and forecasting		✓

8. Working with Volunteers	✓	
9. Use of various digital platforms and mechanisms for profit		✓
10. Experience of the upkeep of social media content in a professional capacity		✓
11. Experience of using the Raiser's Edge income generation database		✓
SKILLS AND COMPETENCIES (demonstrable abilities)		
1. Excellent communicator, networker and influencer, able to ask for support and cash donations for the Hospice.	✓	
2. Confident public speaker.	✓	
3. Ability to mix with people from many different social and cultural backgrounds	✓	
4. Excellent organisational skills (able to easily define what is needed to achieve a task)	✓	
5. Able to work largely autonomously	✓	
6. Good copy writer		✓
7. Photography skills		✓
8. Ability to adapt approach depending on target audience	✓	
PERSONAL QUALITIES AND MOTIVATION		
1. Commitment to the vision, values and purpose of the Hospice and promotion of inclusion	✓	
2. Understanding of and commitment to equality, diversity, inclusion, and equity	✓	
3. Tactful and diplomatic	✓	
4. Ability to work for and in a team	✓	
5. Ability to organise own time and work with minimum supervision	✓	
6. Able to motivate others, to achieve targets	✓	

7. Target orientated; able to cope with multiple priorities/deadlines	✓	
8. Full driving licence and able to travel for work on a regular basis using own transport, including carrying goods and equipment (business use insurance to be arranged by worker at their expense)	✓	
9. Flexibility and willingness to get involved in a wide variety of activities	✓	
10. Available to work on evenings and weekends as required	✓	