

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 lead on acquiring and developing new corporate partnerships and to nurture existing supporters with brilliant relationship building, fundraising ideas, motivation and networking events, in accordance with the Hospice's fundraising strategy to maximise potential income from the local business sector.</p> <p>The Corporate Partnership Officer will facilitate:</p> <ul style="list-style-type: none"> • Growth through Donor Growth and Retention • Growth through Telling Our Story • Growth through Positive 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:
 - Be responsible for nurturing all corporate partners and provide the highest level of relationship management.
 - With a supporter-centric driven approach to prospecting and fundraising, you will identify and develop fundraising opportunities to their fullest potential.
 - Create and cultivate strategic opportunities for giving (financial and non-financial donations) and long-term partnerships.
 - Explore all possible resources to ensure opportunities for charity of the year adoptions, corporate sponsorship, membership schemes, payroll giving, employee fundraising and volunteering are promoted effectively.
 - Ensure that all contacts are tracked, with timely and relevant communications recorded consistently using our fundraising database Raiser's Edge.
 - Create captivating cases of support, positive PR pieces and impact reports to demonstrate the success of excellent corporate fundraising.
- 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.
 - Being informed on market trends and developments within the corporate sector.
 - 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 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 and Best Practice:
 - 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 and present packages to organisations that which are aligned with our mission and have clearly identified deliverables.

- Be aware of and adhere to the Fundraising Regulator guidelines and Institute of Fundraising codes of conduct and best practice.
- Fundraising targets:
 - Fundraising as a team need to generate a positive return on investment.
 - Ensure cost effective use of all resources and to manage and work within pre-determined budgets.
 - Produce monthly reports that outline progress.

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	✓	