

Job Title: Corporate Partnerships Coordinator
Reporting to: Corporate Partnerships Manager
Direct Reports: 0
Job Band: Band 5
Size of Team: 7

This role will be working with corporate organisations to maximise partnership support and generate income for St John Ambulance. Assist in maintaining and developing existing corporate partnerships and building approaches and engagement with new corporate prospects.

Working closely with the corporate partnerships team, the post-holder will contribute to high quality long-term relationships that add significant value to St John Ambulance’s vision for communities that save lives and serve each other through volunteering for health and first aid.

Key Responsibilities

- Support the Corporate Partnerships team in achieving income and expenditure targets by contributing to the ongoing development of partnerships with corporate organisations.
- Support the solicitation and engagement of prospects, and steward existing partnerships; including attending supporter and stewardship events where necessary.
- Develop and submit applications (up to £10k) to corporate foundations, and prepare compelling pitch materials for presentation to corporate partners.
- Research prospective corporate partners, creating profiles to help determine approaches strategically aligned to our fundraising priorities.
- Accurately record contact, relationship and financial activity on Raiser’s Edge.
- Produce compelling materials related to partner activity and for use across partnership fundraising activity.
- Support the delivery of our payroll giving programme and brand licensing relationships.
- Manage merchandise for the Corporate Partnerships team, including ordering new stock, leading on expenditure tracking and the distribution of materials.
- Collate informative, appropriate and accurate reports for the Corporate Partnerships Manager on corporate fundraising activity.
- Engage with colleagues from different departments to involve them with Corporate Partnership activity.
- Contribute positively to the work of the fundraising team e.g. working collaboratively to maximise opportunities for gaining corporate support.
- Adhere to the highest standards of fundraising best practice and ensure that all activity complies fully with the Data Protection requirements and any other legislation.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

You will

- Be able to work on your own initiative.
- Be interested in developing a career in the charity sector/corporate fundraising.
- Be willing to travel and work out of normal office hours when required.

Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

| Requirements | Essential | Desirable |
|---|-----------|-----------|
| Education and Qualifications | | |
| Educated to GCSE level or equivalent (Grade C), minimum of 5 including Maths & English. | ✓ | |
| Experience | | |
| Experience in a sales, marketing or charity environment soliciting income from corporate partners/donors and evidence of successfully hitting targets. | ✓ | |
| Experience of relationship management and partnership development, including delivery of high quality supporter care. | ✓ | |
| Experience of soliciting income from corporate organisations to successfully hit targets. | ✓ | |
| Skills, knowledge and abilities | | |
| Strong networking and interpersonal skills and ability to communicate effectively at all levels. | ✓ | |
| Excellent verbal and written communication skills, with the ability to present clear, tailored resources to appeal to specific audiences with strong attention to detail. | ✓ | |
| Ability to use Microsoft applications at intermediate level and use of a CRM system, ideally Raiser's Edge. | ✓ | |
| Ability to work with a diverse range of colleagues and senior level contacts both internally and externally to maintain relationships with partners. | ✓ | |
| Excellent organisational skills, strong time management and the ability to meet deadlines and manage conflicting priorities. | ✓ | |
| Knowledge of corporate giving processes, motivations and current partnership trends, relevant legislation and best practice. | | ✓ |
| Knowledge of various research tools and sources used to provide prospect insight. | | ✓ |
| Proven ability to positively contribute to the work of the team and work together to achieve goals. | ✓ | |
| Willingness to adapt and learn new skills. | ✓ | |

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: [Your Initials]

Date of preparation: March 2019



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