



JOB DESCRIPTION	Head of Corporate Partnerships
ROLE:	Full time but will consider part time (no less than three working days)
LOCATION	Bristol or London with UK travel
RESPONSIBLE TO	Director of Fundraising
DIRECT REPORTS	Corporate Partnerships Manager, Business Development Manager

Context

Together for Short Lives is the UK's leading charity that supports children and young people with life-limiting and life-threatening conditions and their families. We work with and across the palliative care sector to ensure they have as fulfilling lives as possible and the best care at the end of life.

With a revised strategy and ambitious growth plans, we are looking for an exceptional corporate fundraiser who will help us achieve this vision, leading our approach to corporate partnerships and securing key partners.

Currently we raise about £2m from Corporate Partnerships, and work with brands such as Disney, Hobbycraft and Center Parcs. But we are keen to grow our corporate support, securing more strategic partnerships, both long-term and high value

This is a unique role as it involves running a fundraising programme for the sector (54 children's hospices) as well as developing partnerships that secure vital funding and support for the core work of Together for Short Lives.

The post holder will lead a team of three, securing high value corporate partnerships and ensuring that we provide first class account management for our corporate partnerships. While we are ideally looking for a full-time colleague, we are willing to consider proposals for flexible working.

This is a fantastic role and we are looking for a very special person to join us. You will be highly motivated with great initiative; have outstanding interpersonal skills with the ability to represent the charity with large companies; and most importantly, you will have the track record and ability to secure the largest corporate partnerships in the UK.

Summary of role:

To develop and deliver a corporate fundraising strategy that:

- Drives growth and significantly increases corporate income.
- Identifies and secures new corporate partnerships that help fund the strategic plan of Together for Short Lives and our scheme to support children's hospices across the UK.
- Provides exceptional account management.
- Supports the delivery of the fundraising and organisational strategy.

Main responsibilities:

Strategy, planning and performance

- To develop the corporate fundraising strategy and operational plans, supporting the ambition to grow income and deliver the organisational strategy.
- To lead a Corporate Advisory Group, consisting of key hospice members, to drive forward the funding scheme we run for children's hospices.
- To develop an annual corporate partnerships business plan in line with the overall business planning process.
- Working with the Director of Fundraising, set, monitor and deliver annual corporate fundraising budgets, achieving or exceeding targets and providing the appropriate level of reporting.
- Working with the Individual Giving Fundraising Manager, implement the plans to drive employee payroll giving.

New Business Development

- Lead the development of corporate new business propositions that are attractive to corporate partners, utilising our portfolio of offers.
- Working with the Business Development Manager to ensure that we have a 'best in class' approach to prospect identification, cultivation and solicitation.
- Ensure that our offer to corporate partners and our proposals and pitches make Together for Short Lives stand-out in the market place.

Account Management and Relationship Management

- To ensure exceptional account management across all of our corporate partners.
- To develop relationship plans for all key individuals within corporate partners, including senior executives and Board members, and utilising the Director of Fundraising, Chief Executive, Head of Philanthropy and Trustees as appropriate.
- Directly provide account management to a small number of corporate partners.
- Work closely with the Communications Team to ensure that all media opportunities are maximised for our corporate partnerships.

Leading and managing the team

- Provide line management, leadership and development to two direct reports in line with the Together for Short Lives guidelines.
- Champion corporate partnerships within the organisation to ensure that the skills and expertise of the whole staff team are utilised to drive corporate fundraising.

In addition

- Ensure that all data is captured and that our CRM database is fully utilised.
- Provide first class donor stewardship, ensuring we have the processes in place to thank donors in a timely way.
- To ensure all areas of the Corporate Fundraising team's work comply with charity law, regulations and best practice particularly with regard to Corporate partnership contracts, processing of income and Data Protection.
- To represent Fundraising on appropriate cross organisational groups.
- To represent the charity at external events as appropriate.
- Any other duties as required by the Director of Fundraising.

Head of Corporate Partnerships - Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">• Education to degree level or equivalent.	<ul style="list-style-type: none">• Fundraising or marketing qualification.
Experience	<ul style="list-style-type: none">• Successful track record of leading the development of new corporate partnerships, personally securing six figure partnerships and delivering against agreed income targets.• Successful track record of providing first-class account management of corporate partnerships.• Developing and delivering ambitious corporate partnerships strategies and operational plans.• Experience of leading, creating and delivering powerful proposals and pitches.	<ul style="list-style-type: none">• Experience of working with 'second tier' or membership organisations.

<p>Skills and abilities</p>	<ul style="list-style-type: none"> • Excellent written skills with the ability to explain, promote and present Together for Short Lives' activities in clear, succinct and persuasive language. • Excellent verbal communication skills with the ability to talk confidently to funders over the phone and at meetings. • Excellent team management skills. • Excellent negotiation skills. • Strong attention to detail. • Ability to use a fundraising database to record information on potential supporters. • Ability to manage the production of his or her own correspondence and filing, including the ability to use word, excel and powerpoint. • Enthusiasm and ability to work as a team and across income streams. • Availability to attend evening and weekend events. 	<ul style="list-style-type: none"> • Experience of ThankQ database.
<p>Knowledge & understanding</p>	<ul style="list-style-type: none"> • Thorough knowledge of the not-for profit sector. • To possess, or to have the motivation to develop, a thorough knowledge of the work of Together for Short Lives and the children's palliative care sector. • Empathy for the ethos of the children's palliative care sector. • To be conversant with current charity legislation, data protection laws and the codes of fundraising practice. 	<ul style="list-style-type: none"> • A personal connection to the children's palliative care sector.

Personal Qualities	<ul style="list-style-type: none"> • Determination, tenacity and persuasiveness. • Good organisational ability. • Have a flexible approach to work. • The ability to work under pressure and to deadlines. • Enthusiasm. • Well presented and understand the importance of looking professional. 	
Other	<ul style="list-style-type: none"> • Willingness to travel, including overnight stays. • Driving licence and access to a car. 	