**Job Title** Corporate Partnerships Senior Officer

|  |  |
| --- | --- |
| **Salary:**  | Grade H: FTE £35,841 per annum pro rata |
| **Hours:** | Full time hours are 37.5 hours per weekStart date after 1st June 2024This job can be considered for full time or from 30 hours per week. We are very happy to discuss working hours to suit individual circumstances.  |
| **Contract:**  | Permanent |
| **Disclosure:** | Enhanced DBS is not required  |
| **Base:**  | Hybrid working, with home based in South West region and expectation of two days a fortnight in Bristol Hub |
| **Travel:**  | This role does not involve regular travel, but we may occasionally need you to travel during the course of your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys.  |

**Job Specific Information**

Primarily this role will support the delivery of the Corporate Partnerships programme securing six-figure transformational corporate partnerships and delivering excellent partner stewardship, in turn supporting the wider work of the Philanthropy and Partnerships team.

|  |  |
| --- | --- |
|  **Where this role sits in the structure:** |  |

Reporting into the Corporate Partnerships Manager.

Working closely with the Head of Philanthropy and Partnerships, the Trust Fundraising manager, and the Trust Fundraising Officer.

This role does not have line management responsibility.

**Job Description - About the Role**

**Overview**

Specifically, this role will lead on identifying, engaging, securing and stewarding new six-figure multi-year corporate partnerships. The position holder will develop innovative partnership proposals that support Sustrans’ core programmes of work and deliver engaging pitches to secure corporate support. The position holder will be responsible for leading on partnership terms, negotiations and contracting. Once secured, the position holder will account manage the corporate partner and be responsible for ensuring the terms of the partnership are met.

The Senior Officer will manage a portfolio of corporate partnerships and will deliver excellent stewardship, identifying innovative ways to maintain and grow the support received annually from each partner.

The Senior Officer will use their skills and experience to increase the reach of corporate partnerships across the organisation and work with colleagues to maximise long-term income opportunities to support Sustrans strategic priorities.

|  |  |
| --- | --- |
|  |  |

**Key Responsibilities**

1. Supporting the implementation of the corporate partnerships strategy by identifying and securing multi-year six-figure corporate partnerships and sponsors who strategically align to Sustrans mission and provide transformational income to support our strategic work.
2. Delivering outstanding stewardship to existing partners and identifying innovative opportunities to grow their annual gift and increase support for Sustrans work.
3. Leading on the development and pitching of compelling propositions in line with our Case for Support to prospective partners to secure their support for Sustrans work through a range of corporate income streams (donations, sponsorship, cause related marketing)
4. Leading the development and implementation of a quarterly communications programme to increase partners engagement with Sustrans work and deliver excellent stewardship to partners in line with our tiered partnership programme
5. Working with the Corporate Partnerships Manager, senior staff and Trustees to utilise personal connections to prospective partners and engage them in Sustrans work.
6. Maintaining a dynamic pipeline of new business opportunities, tracking progress, communications, and conversion rates using CRM and other platforms to manage leads effectively and ensuring excellent record keeping and administration
7. Formally reporting on impact and spending to corporate partners, the Philanthropy and Partnerships Team, Fundraising and Supporter Engagement Team, and Finance Directorate, and managing partner accounts accordingly
8. Actively engage in industry events, conferences, and networking platforms to expand the organisation's reach, identify potential partners and keep abreast of broad sector trends to ensure that our Corporate Partnership strategy maximizes all opportunities
9. Manage relationships with key stakeholders internally in the delivery of the Corporate Partnerships programme, including Volunteer Coordinators, Partnerships Managers, colleagues in regional and national delivery teams, and colleagues in digital and communications roles
10. Ensure all activities comply with the Fundraising Regulator’s Code, Sustrans Ethical Fundraising Framework and that they are fully risk assessed within our policy framework.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the skills, knowledge and experience which will be assessed against at both application and interview stages. You should use the selected criteria as a guide to convey the evidence of your experience in these areas on your application form.

Our website has a useful guide about how to make a great job application to help you.

|  |  |  |
| --- | --- | --- |
|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Proven experience of securing six-figure income from new corporate partners from (initially) cold approaches  | ü | ü |
| Proven experience delivering outstanding partner stewardship and growing a portfolio of corporate partners  | ü | ü |
| Experience of working autonomously to achieve fundraising targets  | ü | ü |
| Experience of writing and pitching persuasive partnership proposals to new and existing corporate partners | ü | ü |
| **Skills and Abilities** |  |  |
| Confident, self-starter comfortable prioritising your own workload |  | ü |
| Excellent prospect researcher with experience using your own networks to engage new corporate partners | ü | ü |
| Confident using the telephone and other channels to contact prospective partners  |  | ü |
| Excellent written and communication skills  | ü |  |
| Excellent IT skills, including CRM systems  |  | ü |
| Excellent reporting skills against KPIs, fundraising targets and internal budgets | ü | ü |
| **Specific qualifications/ training required** |  |  |
|  |  |  |
|  |  |  |
| **Specific knowledge required** |  |  |
| Good knowledge of fundraising principles and activities, including corporate fundraising techniques |  | ü |
| Knowledge of regulatory framework including CiOF Code of Conduct and Fundraising Regulator   | ü | ü |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.