**Job Description**

**Job Title:** Corporate Partnership Executive

**Salary:** £27,802- £29,597 (FTE)

**Grade:** 12-14

**Hours:** 20 hours per week

**Department:** Income Generation, Marketing and Communications

**Location:** St Michael’s Hospice, Bartestree

**Reports to:** Events andCommunity Fundraising Manager

**Responsible for:** Fundraising volunteers

**Job Purpose:**

To cultivate and maintain significant connections with organisations to harness their support for achieving the fundraising goals of St. Michael's Hospice.

**Responsibility Areas:**

**Planning and key account management**

* Research and identify local businesses and organisations; establish strong business networks within the county, and then proactively ask organisations for funds to support the work of St Michael’s Hospice.
* Build and develop a robust pipeline of support, ensuring all records are maintained on the CRM database and ensuring clear visibility of forward income.
* Prioritise activity to achieve annual budgets and targets.
* Prepare and deliver pitches, talks and presentations to a variety of audiences to secure financial and non-financial support, engaging potential new as well as existing supporters with the many ways in which they can support St Michael’s Hospice, and what their support helps the charity achieve.
* Encourage local businesses, groups and organisations to undertake their own fundraising in aid of St Michael’s Hospice.
* Account manage key supporters, developing the relationship to make them feel fantastic about supporting St Michael’s Hospice and, in the process, to maximise income generation and look to secure repeat support.
* Attend cheque presentations, supporter events and shows to promote good supporter relations, care services, fundraising and volunteering and/or to ensure a volunteer St Michael’s Hospice presence at such occasions.
* To act as an ambassador for St Michael’s Hospice raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
* Contribute to organisational effectiveness through positive team-working, adhering to and modelling the St Michael’s Hospice values within the team and externally to supporters.

**Fundraising**

* To generate revenue from best corporate fundraising practice (charity of the year, sponsorship, employee fundraising, volunteering, cause related marketing, and payroll giving).
* Secure business sponsors, promote participation, and attend St Michael’s Hospice led events.
* Actively promote opportunities for supporters to participate in third party (challenge) events in aid of St Michael’s Hospice e.g. overseas treks, parachute jumps, running events, bike rides etc.
* Support and promote other St Michael’s Hospice fundraising activities and products, including Legacy and In Memory promotions, Lottery membership and Regular Monthly Gifts to St Michael’s Hospice by direct debit.
* To work with the Events and Community Fundraising team and Fundraising Administrator to ensure all necessary administration tasks, including letters of authorisation, sponsorship forms etc are completed in accordance with St Michael’s Hospice procedures.

**Regulation, reporting and analysis.**

* Be diligent at all times to ensure that supporters are fully aware of their legal obligations, including Charity Law, Health and Safety, St Michael’s Hospice fundraising, brand and language guidelines and best practice.
* Ensure that all data is managed through the CRM database, kept up to date, managed in accordance with St Michael’s Hospice guidelines and standards, and complies with the General Data Protection Regulations (GDPR) legislation and current best practice.
* Adhere to the charity’s financial systems.

**Person Specification**

1. **Specialist Knowledge and Experience**

**Essential**

* Demonstrable experience of meeting targets and KPIs
* Experience of delivering presentations and evidence of being an excellent presenter
* Demonstrable evidence of resilience
* Proven success at sales / fundraising and customer acquisition, retention, management, and development
* Proven track record of identifying, pitching and securing new support.
* Experience of developing, delivering, and monitoring an annual fundraising / sales / marketing plan
* Basic knowledge of fundraising practices, evidenced with examples of personal involvement.
* Understanding of the principles of marketing and PR
* GCSE or equivalent - demonstrating good standards of literacy and numeracy.

**Desirable**

* Experience of work in the voluntary sector
* Relevant experience in a similar role
* Experience in public speaking
* Previous work with volunteers
* Awareness of Health & Safety
* Institute of Fundraising qualification or certificate, or willingness to train
* A familiarity with Raiser’s Edge or a similar CRM Database

**2) Skills and Behaviours**

**Planning and Organising:** Organises own time effectively and create own work schedules. Prioritises and prepares in advance. Sets realistic timescales.

**Communication:** Speaks confidently and fluently. Talks at a suitable pace and level. Holds others’ attention when speaking. Writes fluently, clearly, and concisely. Adapts own written communication style to suit others.

**Persuasiveness:** Influences, convinces, or impresses others in a way that results in acceptance, agreement, or behaviour change.

**Relating to others:** Quickly builds rapport and easily establishes relationships. Relates well to different types of people, listens, and gets on with them.

**Team Working:** Fits in with the team. Develops effective and supportive relationships with colleagues. Is considerate towards them and creates a sense of team spirit.

**Resilience:** Maintains effective work behaviour in the face of setbacks or pressure. Remains calm, stable and in control of themselves.

**Personal motivation:** Commits self to work hard towards goals. Shows enthusiasm and career commitment.

**Problem Solving:** Identifies potential difficulties and their causes. Generates workable solutions and makes rational judgements.

**3) Special Conditions**

* In possession of a full UK driving licence, be over 21 and have held a full licence for 12 months and must be prepared to travel throughout county.
* Must be willing to drive vans and tail lifts.
* Must be able to work evenings and weekends on a regular basis – sometimes at short notice, time in lieu will be given.

**Our values**

• Respect, dignity and the privacy of our patients and families always come first

• Compassion and respect towards each other

• People are at the heart of everything we do

• Transparency and candour

• Collaborative working and a common-sense approach

Equal Opportunities Statement at St Michael’s Hospice we are committed to an equal opportunities approach in everything we do. This means that we seek to ensure anyone connected with St Michael’s, from patients and families through to donors, supporters, volunteers, and staff are treated fairly, appropriately and with dignity and respect.

January 2024