



we're here, so you can be there

Registered Charity No. 284416

THE SICK CHILDREN'S TRUST

Job Description

Job Title: Corporate Partnerships Officer

Location: Head Office, 28-30 Worship Street, London, EC2A 2AH

Hours: Full time – 37.5 hours per week

Salary: Dependent on experience

Term: Permanent contract

Reports to: Corporate Partnerships Manager

Job Purpose

To work closely with the Corporate Partnerships Manager to maximise corporate fundraising income through corporate partnerships. Support with securing new corporate partners and managing existing corporate partnerships in line with the aims of the fundraising strategy. To ensure the administration processes within the corporate team are delivered effectively and on time.

Key Responsibilities

- Increase the income of the corporate fundraising department through actively supporting the Corporate Partnerships Manager in managing a variety of existing corporate accounts.
- Working closely with colleagues across the charity to facilitate exceptional account management of existing partnerships.
- Maintaining and updating the database of corporate supporters with records of their activity.
- Responding to all corporate partnership enquiries.
- Responsible for following our supporter journey, encouraging supporters to fundraise and ensuring all supporters are thanked for donations and supported accordingly.
- Be the point of contact for the corporate volunteering programme at the SCT, liaising with corporate supporters and House Managers and other SCT staff to make sure the supporter's objectives are met to a satisfactory level.
- Make targeted approaches and tailored proposals to prospective new corporate partners as directed by the Corporate Partnerships Manager. This will include researching national and regional corporate partnerships that can actively increase income and profile for The Sick Children's Trust.

Other main duties

- Provide regular feedback and appropriate reports to existing corporate supporters and develop long term relationships to maximise income from partnerships.
- Proactively arrange and attend meetings with new corporate supporters.
- Assist with the writing and composing of corporate fundraising materials.
- Keep all corporate income and finances up-to-date on the office system, especially in relation to existing and potential corporate donors.
- Work closely with other departments - the Community Fundraising team, Regional Fundraisers, the Special Events team and PR and Marketing department.
- Promote and organise corporate events and corporate fundraising initiatives as required.
- Assist with the writing of proposals and applications to potential new corporate partners.
- Play an active role in the development of the corporate team, the fundraising department and the charity as a whole.
- To handle any other duties as defined by the Corporate Partnerships Manager.

Fundraising Administration

- Take responsibility for your own administration, adhering to existing systems as well as developing new ones as needed.
- Respond to donations in a formal and timely manner, i.e. with thank you letters and reporting.
- Send out fundraising materials and merchandise to corporate partners when required.
- Maintain accurate and up-to-date records using agreed systems, including The SCT's Donorflex database.
- Support fundraising colleagues in a professional and considerate manner including attending team meetings, communicating effectively and volunteering when necessary at events.

Other

- Work to agreed departmental and personal targets.

Reporting

- Take direction on projects and priorities from the Corporate Partnerships Manager, which may vary from time to time.
- Provide regular updates for the Corporate Partnerships Manager.

Duties may vary from time to time with development of the post. The post holder will be required to carry out duties such as receiving telephone enquiries and dealing with general office administration as befits a small office environment.

Person Specification

Key: (E) = Essential (D) = Desirable

Experience

- A minimum of 12 months experience of raising money from companies or corporate partnerships **(E)**
- Knowledge and experience of increasing support from partners, by nurturing and developing the accounts **(E)**
- Experience of managing a varied workload effectively, planning and organising a number of fundraising events at one time **(E)**
- Experience of producing written materials **(E)**
- Experience of using a (charity) database system **(D)**

Abilities & skills

- Able to communicate clearly, assertively and sensitively, working with a wide range of people at all levels - both in writing and verbally **(E)**
- Able to demonstrate clear written skills in documents to external parties **(E)**
- Proven ability to present and sell ideas over the telephone and face to face **(E)**
- Able to prioritize your workload and manage your own time effectively to meet deadlines, whilst ensuring good working relationships with both corporate donors and The SCT staff **(E)**
- Able to plan and organise projects and events - seeing them through to a successful conclusion **(E)**
- Able to work effectively and positively and contribute as a member of a small team **(E)**
- Able to work effectively without close supervision, dealing with problems as they arise **(E)**
- Able to work cross-functionally with other departments and the operations teams at The SCT Head Office **(E)**
- Considerate and diplomatic in dealing with others **(E)**
- Use initiative to perform tasks well **(E)**
- Ability to use research techniques **(D)**

Knowledge

- Knowledge of Microsoft Office software is essential, in particular Word, Excel, Outlook **(E)**
- Knowledge of Adobe InDesign software **(D)**

Education & Training

- Educated to at least A-level standard, preferably including English **(E)**
- Degree **(D)**

Other requirements

- Positive outlook and flexible approach to working **(E)**
- Committed to SCT objectives and goals with a conscientious approach **(E)**
- Results orientated approach to working **(E)**

Circumstances

- Commitment to working within the principles of the Equal Opportunities Policy **(E)**
- Represent The SCT according to the organisation's values **(E)**
- Available to work occasional evenings and weekends when necessary **(E)**