

Job Description

Job Title: Senior Corporate Relationship Officer
Location: Head Office, 28-30 Worship Street, London, EC2A 2AH
Hours: Full time – 37.5 hours per week
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, providing excellent Relationship Management to existing partners.

Key Responsibilities

- Manage a portfolio of existing business partnerships, in order to deliver on corporate objectives and maximise income, support and awareness for The Sick Children's Trust.
- Plan and agree objectives with corporate partners, developing a Partnership Plan for each to achieve income targets.
- Proactively develop and manage the partnerships you are assigned, demonstrating ambition and innovation in your approach.
- Be the point of contact for the corporate volunteering program at The Sick Children's Trust, liaising with corporate supporters and House Managers and other staff to make sure the supporters' objectives are met to a satisfactory level.
- Provide excellent Relationship Management, ensuring you use all opportunities to ensure that partners are regularly thanked and receive the very best stewardship possible and feel fully engaged with The Sick Children's Trust's work.
- Write high quality tailored update reports to corporate partners, reporting on the impact of their grant donations and informing them of our wider plans where appropriate.
- Send out fundraising materials and merchandise to corporate partners when required.
- Maintain accurate and up-to-date records using agreed systems, including The Sick Children's Trust's database.
- Actively contribute to the development of corporate team plans and income targets.
- Together with the Corporate Partnerships Manager, research and develop a pipeline of potential national and regional corporate partners that will contribute to the future years' income and profile of The Sick Children's Trust. This will include pro-actively targeting sectors and companies as agreed within the overall business development strategy.
- Work closely with The Sick Children's Trust Special Events team to promote our events to corporate partners, as an opportunity to thank, cultivate, steward and network with partners.
- To attend The Sick Children's Trust's Special Events, engaging and soliciting new potential corporates. This will include post event follow-up on potential leads together with the Corporate Partnerships Manager.
- Keep in regular contact with The Sick Children's Trust's House Managers to follow up on warm corporate contacts coming in via a period of 'Homes from Home' stay. This will involve liaising closely with House Managers to ensure potential contacts are approached at the right time and that the appropriate permissions to contact are in place.

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 such duties as receiving general telephone enquiries and dealing with general office administration as befits a small office environment.

Person Specification

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

Experience

- Experience of working in a successful corporate fundraising role (E)
- Proven track record of maintaining and developing corporate partnerships through effective Relationship Management (E)
- Demonstrable experience of writing high quality and engaging update reports for a corporate audience (E).
- Proven networking experience (E)
- Experience of working collaboratively with the Special Events team to develop networking opportunities with Corporates (D)
- Experience of personally securing corporate partnerships and/or grants (D)
- Experience of using a Customer Relationship Management (CRM) database (D)

Abilities & skills

- Excellent communication, networking and relationship building skills (E)
- Ability to research and formulate written proposals and plans (E)
- Ability to proactively develop partnerships with businesses (E)
- Strong organizational skills and ability to prioritise to ensure up to date and timely administration, reports and management of partnerships (E)
- Strong team player, collaborative, with the ability to also work independently (E)
- Ability to recognize when to take the initiative and when to refer to line manager (E)
- Microsoft Office software skills are essential, in particular Word, Excel, Outlook (E)

Knowledge

- Knowledge of Adobe InDesign software (D)
- Business acumen /understanding of how businesses function (E)
- Understanding of corporate fundraising processes (E)

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 The Sick Children's Trust's 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 Sick Children's Trust according to values of the organizations (E)
- Available to work occasional evenings and weekends when necessary (E)