

Corporate New Business Development Manager Job Description

Job title: Corporate New Business Development Manager
Hours: Full-time - 35 hours per week (part-time hours, 28 hours per week, considered)
Location: Head Office, London, EC2A 2AH and home based (hybrid working)
Contract: Permanent
Reports to: Head of Fundraising
Wider department:
Corporate Partnerships Manager, Community Fundraising Manager, Events and Celebrity Engagement Manager, Trusts and Foundations Manager, Major Gifts Manager

Role purpose:

To grow income for The Sick Children's Trust by securing new high value, long-term partnerships with UK companies.

Key tasks and responsibilities:

1. To win corporate partnerships worth over £50k per annum
2. To achieve a personal income target agreed with the Head of Fundraising
3. To focus on securing partnerships with good return on investment and potentially long term relationships
4. To be proactive and tenacious in identifying and pursuing new opportunities and through research and networking build up a diverse portfolio of prospects
5. To work with the Corporate Partnership Manager to develop and implement a successful strategy for corporate partnerships in line with our aims and values
6. To work collaboratively with colleagues to ensure that income is maximised across all income streams supporting with corporate participation in charity wide events and activities
7. To put together and present high-quality pitches/packages and partnership opportunities which will attract and engage corporates and unlock income
8. To set up and monitor a range of corporate fundraising activities as required such as payroll giving and cause related marketing campaigns
9. Accurately budget, forecast and identify risks and opportunities within the new business portfolio ensuring due diligence is carried out on any prospective new partnership
10. Work with the Operations Team and House Managers to utilise corporate volunteering opportunities in and for our 'Homes from Home'
11. Represent The Sick Children's Trust as required and promote the organisation positively

12. Carry out office and general duties and tasks to ensure the effectiveness and smooth running of the post holder's work, team and organisation e.g. attend team meetings and updating databases
13. Duties may vary from time to time as determined by service and business need

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, and to ensure they can work in a self-sufficient way when working from home.

Person specification

Experience	Proven fundraising success. Experience of securing a diverse range of long-term partnerships over £50k
	Delivered successful cross-organisation and partnership projects
	Success in identifying prospects and progressing to cost effective partnerships
	Experience of developing corporate proposals and pitching
	Experience of effectively building and delivering a corporate fundraising pipeline and associated budgeting and forecasting
	Sufficient office and CRM skills to carry out the role
Skills, abilities, and personal attributes	Results driven, hits targets and on time
	Strong networking and relationship building skills
	Sensitive to the needs of others and able to adapt to their audience
	Proactive and organised approach to developing and progressing fundraising activities
	Tenacious and resilient and recognises that there will be disappointments
	Self-starter and able to make sound decisions with little supervision
	Seeks to add value and maximise return on investment
	Strong communications skills, both written and verbal, sufficient to produce and deliver high quality and engaging presentations
	Creative and able to look at ways to develop our offer and USP, package our portfolio successfully for new business and sell into prospective partners

	IT and office skills
Knowledge	Keeps up to date with developments in fundraising
	Good understanding of a range of corporate fundraising methods e.g. payroll giving
Other requirements	The role is Head Office based however hybrid working is in place, with occasional travel for required for corporate visits, team meetings, 'Home from Home' visits or training
	Able to work occasional evenings, weekends, or overnight stays
	Commitment to our policies and values, ensure people are treated with dignity and respect

Closing Date: 03 October 2021