

Job Description

Corporate Partnerships Manager FC1819



Role Details

Reports to: Corporate and Community Fundraising Manager

Location: Central London with UK travel/occasional overseas travel

Hours: Full time. 35 hours a week, 9am to 5 pm, Monday to Friday

Salary: £42,152 per annum

Contract type: Permanent

Closing date: 10th April 2019

Our vision and mission

Our vision is of a world in which working horses, donkeys and mules are free from suffering.

Our mission is to transform the lives of vulnerable working horses, donkeys and mules around the world. We relieve their immediate suffering and create lasting change by working with people, communities and organisations.

About Brooke

Brooke is an international animal welfare charity working to improve the lives of working horses, donkeys, mules and the people who depend on them.

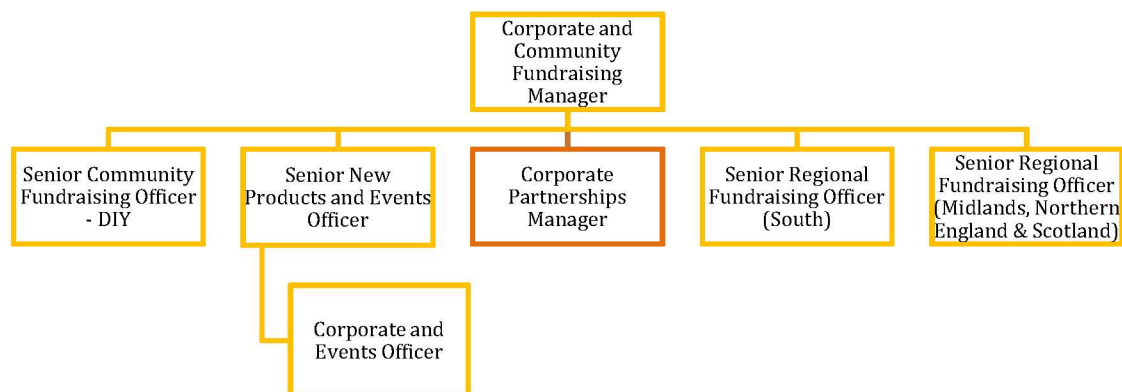
We reach over 2 million working animals across Africa, Asia, Latin America and the Middle East. Our staff include vets, animal welfare experts and advocacy and development specialists.

Our aim is to equip local people with the knowledge and skills to give their horse, donkey or mule a better life.

Our Values

We are proud to be Brooke. We are resourceful, share new ideas and help each other succeed. Together we make change happen.

Department Structure and Position of the role



Purpose of Role

The Corporate Partnerships Manager will be responsible for driving Brooke's new corporate partnerships strategy forward to see income doubled and international expansion within the next two years. This role will be responsible for nurturing existing five figure accounts as well as approaching, negotiating and securing long term mutually beneficial five and six figure corporate partnerships.

The ability to identify and develop new national and international business opportunities through proposals and presentations is key to this role and this would also encompass event organisation.

The post holder will demonstrate confidence and credibility in building networks of current and potential corporate supporters using effective influencing skills and techniques

Key Responsibilities and Duties

1. To lead on Brooke's new corporate partnerships strategy designed to grow income from new and existing corporate partners
2. To be responsible for identifying, securing and activating new corporate partners and sponsors
3. To be accountable for researching, identifying, and securing grants from corporate foundations
4. To proactively develop relationships, internally and externally that support and contribute to positive partnership outcomes.
5. To produce and deliver high quality, creative, bespoke presentations and proposals for prospective partners, trusts and sponsors that reflect different levels of support / interest.
6. To promote Brooke's sponsorship / partnership opportunities at key conferences and networking events, including organising bespoke events to engage and steward corporate partners
7. To create and manage a pipeline progress chart which shows real-time status of targeted businesses.
8. To lead on developing innovative corporate fundraising products and employee fundraising activities
9. To ensure all corporate partnerships follows strict IOF guidelines, ensuring commercial participation agreements, MOUs and monitoring agreements are in place to ensure reputational risk or threat to Brooke's independence and values is minimised
10. To keep up to date with relevant charity legislation, charity commission guidance, market trends and developments within the corporate sector and have a good knowledge of data protection issues

General

11. Follow the Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.
12. Perform such additional tasks as may reasonably be requested from time to time by the Line Manager.
13. Adhere at all times to Brooke's policies and procedures

Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

The successful candidate would demonstrate:

Knowledge and experience		Essential	Desirable
1	Significant track record of success in achieving and exceeding set income targets from corporates in a challenging fundraising environment	Y	
2	Proven experience of winning, negotiating and delivering corporate partnerships /sponsorship arrangements	Y	
3	Experience of successfully identifying, researching and developing new business opportunities and maintaining a new business pipeline	Y	
4	Proven experience working autonomously, to budget and providing regular financial and non-financial reports	Y	
5	A flexible approach to managing and prioritising a high workload and multiple complex issues and tasks in a changing environment with tight deadlines	Y	
6	Strong interpersonal and communication skills, with confidence in networking and building relationships at all levels.	Y	

7	Experience of account management and stewardship of key corporates or high value donors	Y	
8	Sound knowledge of corporate fundraising approaches, methods and channels and an understanding of when to use which approach for the benefit of the charity and the organisation	Y	
9	Knowledge of the Charities Act 2016 and Code of Fundraising Practice and recognised standards.	Y	
10	Be a quick learner and a passionate individual who would be able to powerfully communicate the charity's mission.	Y	

Our Competency Framework

Brooke's competency framework translates Brooke vision, mission and values into easily identifiable behaviours that all staff are expected to demonstrate at all times.

Competency	What it means
Self-Management	Taking responsibility for own actions, behaviours and outcomes
Learning	Taking responsibility for own learning and fostering growth and development in others
Relationship Building	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
Planning and Organising	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action
Effective Decision Making	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission
Change and Improvement	Seeking out and developing new ideas and approaches, responding positively and constructively to change and

	fostering a culture of continuous improvement
Collaboration and Cooperation	Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes
Communication & Influence	Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging respectfully with others both internally and/or externally to persuade them to adopt courses of action that are in the best interests of the organisation and the animals

Employee Benefits:

Brooke has a competitive benefits package. To find out more, please visit:

<https://www.thebrooke.org/about-brooke/jobs/employee-benefits>

If you wish to get in touch with us, please contact HR at recruit@thebrooke.org