



Job Description

Corporate Partnerships Manager

- Post Title:** Corporate Partnerships Manager
- Reports to:** Director of Strategic Partnerships
- Current Location:** The HFHGB office in Slough/London, with some international travel.
- Background:** The vision of Habitat for Humanity is a world where everyone has a safe and decent place to live. Habitat for Humanity Great Britain (HFHGB) www.habitatforhumanity.org.uk is part of the international Habitat for Humanity network that strives to eliminate poverty housing from the face of the earth, ensuring that every child and every human being has a safe, healthy and decent place to lay down their head at night. Habitat for humanity has a range of interventions to achieve this goal; housing microfinance for repairs, additions and renovations, advocacy especially for secure land tenure and housing rights, 100% subsidised housing for orphans and vulnerable groups, disaster response, water and sanitation....
- Job summary:** Our vision is enormous. We are looking for someone with enthusiasm, drive and motivation to achieve growth corporate fundraising.
- Flexibility:** Habitat for Humanity Great Britain is a small charity that is seeking to rapidly expand its activities and impact to fight poverty across the world. This means that the organisation must be adaptable and have an ambitious, dynamic and flexible staff team. It is a requirement of the post holder to be flexible in terms of location (within reason), line management, and duties and responsibilities. Your statutory rights are not impinged by this flexibility clause.
- Purpose:** To fight poverty by raising funds through strategic partnerships and relationships with corporate organisations. In doing so to enable everyone to have a safe and decent place to live by helping to establish HFH as a top 100 charity over the next 5 years, focussed on the international need, with a balanced range of income streams.

Main Duties and Responsibilities

1. Strategy, Development, Monitoring and Review

- Liaise with colleagues within Strategic Partnerships, Programmes and Volunteering to ensure support is gained for new partnerships that are strategically aligned to existing or developing HFH priorities.
- Support the implementation of HFH's partnership development strategy by leading on new opportunities in agreement with the Dir. Of Strategic Partnerships.
- Focus on development of multi-year transformational corporate partnerships in line with the expectations of the HFHGB Strategic and Business Plan.

2. Budget and Operational planning:

- Maintain up to date records on partnership development using HFHGB CRM systems
- Maintain the solicitations pipeline;
- Provide information on pipeline and proposed activity to inform the setting of income and expenditure targets and budgets.

3. New Business Development

- Work closely with the Director of Strategic Partnerships to progress partnership opportunities to proposals and then to grants.
- Develop a system, based on fundraising best practice, to identify prospects and cultivate relationships with potential corporate partners
- Represent HFH in a professional manner and engage in strategic networking activity to secure and develop new relationships with senior corporate decision makers.
- Any other duties and responsibilities as required or agreed by your line manager.

Key Performance Indicators and Targets

Targets will be set for this post in terms of revenue expectations and monitored through a range of Key Performance Indicators - KPIs (These may be modified from time to time).

- Work plans and engagement strategies developed to support the development of strategic new partnerships;
- Evidence of keeping up to date with new developments in key partnership prospects , priority sectors and within HFH;
- Evidence of production of high quality customised partnership proposals;
- Number of solicitation telephone calls each month against target;
- Number of new business meetings each month against target;
- Number of networking events attended each month against target;
- Number of new partnerships secured each quarter against target;
- Number of cultivation plans developed against target; and
- Number of new partnership proposals submitted each quarter against target.

Candidate requirements

The successful candidate will meet the following requirements with regards to; experience, knowledge, personal attributes, skills and abilities and qualifications:

Experience and knowledge

Essential:

- Significant experience of corporate fundraising with success in winning corporate partnerships;
- Experience of excelling in a face to face target led environment with proven ability to deliver against targets and KPIs;
- Focus – especially when it comes to delivering targets and KPIs
- Persuasive, tenacious, persistent and innovative in creating opportunities and following up to ensure the best possible outcomes;
- Excellent stakeholder management when developing major projects;
- Good time management skills with experience of managing multiple projects at the same time;
- Professional, credible, engaging and passionate in representing an organization to an external audience;
- Ease in building and maintaining good, positive working relationships with team, wider colleagues and senior external contacts;
- Excellent administration and organisational skills with experience of prioritizing and working to deadlines;
- Experience in developing solicitation plans and corporate partnership proposals;
- Competent in conducting analytical research using a broad range of resources;
- A strong commitment to the work and values of HFH; and
- Understanding of the contemporary trends in CSR policy and thinking.

Desirable:

- Fundraising qualification
- Experience of working in the corporate sector
- Proven interest in and understanding of international development

Personal attributes:

- Strong commitment to the mission and values of HFHGB;
- Inspires others by: advocating plans and ideas within and outside HFH; maintaining a wide, influential network;
- Proactively seeks out new knowledge sources (people and data); uses and shares knowledge effectively;
- Wants to learn and improve; responds to feedback and strives to meet objectives
- Builds confidence and excitement in HFHGB's work and vision, both internally and externally; leads innovative projects.

- Makes decisions based on a range of internal and external factors and long-term impact. consults widely across disciplines;
- Analyses objectives, considers options, plans and manages appropriately; holds self and team accountable for achieving goals
- Enthusiastic, dynamic, fun and energetic, you will be the type of person who sees opportunity and solutions where others see challenge and problems. You will be the type of person that believes that if we reach for the stars we will get the moon too.