



Senior Corporate Partnerships Officer

Job description

Grade	D
Type of contract	Permanent
Directorate	Fundraising
Team	Corporate Partnerships
Reports to	Corporate Partnerships Manager
Responsible for	1x Corporate Partnerships Officer and 2x Corporate Partnerships Assistant
Location	Flexible - likely to be hybrid mix of homeworking and time in Stratford/Cardiff office,
Hours	35hrs p/w

About the role

In these unprecedented and challenging times, Mind is and will be needed more than ever and our corporate partnerships play a huge role by helping us raise income and public awareness while reaching new audiences.

In the last few years Mind's Corporate Partnership team has seen exponential growth. Mind has strategic, Charity of the Year and commercial partnerships with companies across a range of sectors including retail, legal and construction.

We are looking for an experienced and creative team manager, to join our high performing and fast paced team at an incredibly exciting time. You will be managing a team of three, in a new sub team within Corporate Partnerships, responsible for Mind's mid income corporate partners (raising £10k-£50k per annum) and unsolicited corporate income. The team will sit alongside the existing key account management and Co-op fundraising teams.

The role will be accountable for implementing the mid income (£10-50k p.a.) partner programme and corporate unsolicited income achieving fundraising targets and KPIs, as well as maximising on potential opportunities for Mind. You will support direct reports with their partner relationships, through a culture of supportive leadership and personal development, ensuring they're motivated and engaged and deliver their objectives and KPIs.



Key Responsibilities

1. Line manage a team of three to deliver the mid income corporate partner programme and manage unsolicited corporate income. Hold regular supervisions and annual appraisals, support them with their wellbeing and L&D needs. Work to create a thriving team atmosphere.
2. Support direct reports with their partner relationships, to effectively manage, develop and deliver the partnerships to maximise income and other benefits for Mind.
3. Develop a senior stakeholder engagement pathway for mid income partners, identifying small pool of partners with most potential.
4. Support the Corporate Partnerships Manager with reviewing unsolicited corporate partner income, identifying potential partners and opportunities to pursue.
5. Track and manage key metrics including income, expenditure, engagement, cross team working KPIs and cross-team working, to ensure we are on track and accurately managing our income allocations and budgets, flagging any variances to the Corporate Partnerships Manager in good time
6. Ensure that the mid income team are using the Mind fundraising database to enter, update and extract accurate information to maximise operational benefits and opportunities from the database system.
7. Work with other members of Mind's Fundraising, Comms and Media departments in managing key funders and mid income partners generally, by sharing plans, information and leads, ensuring that activity is co-ordinated effectively for the long term benefit of Mind and the federation.
8. Report back on how our partners' support has made a difference, demonstrating a clear understanding of the breadth and depth of Mind's work and the projects they're supporting.
9. Ensure that all activity complies with Mind's corporate policy, charity legislation and that adequate systems are established to meet audit requirements.
10. Represent the Partnerships team in appropriate working groups, workshops and/or meetings/other events as directed.
11. Undertake other duties that may from time to time be necessary, that are compatible with the nature and grade of this post.



Expectations

We are committed to becoming actively anti-racist in everything we do. This is a critical priority for Mind. We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to provide excellent services. We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.

Role expectations:

- Keep abreast of internal and external developments and respond accordingly.
- To attend and contribute to supervision and appraisal process, meetings, training, and other events as required.
- To adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring an appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring H&S of own and others at all times) and any other relevant/charity law.

All members of staff at Mind are expected to embody our mission, values and competencies. This includes an expectation that they will:

- Show passion for what Mind does and the changes that we are making for people with mental health problems.
- Work collaboratively across teams, departments, locations and organisations.
- Stand up for what they believe is best and trust in themselves and each other.
- Be open to others and ourselves and show a commitment to learning.
- Be open to change and respond flexibly and quickly to the changing world.
- Demonstrate organisational awareness and see the bigger picture while working towards objectives.
- Communicate effectively, ensuring their messages are understood and that they strive to understand others.
- Value diversity and treat others with respect, showing sensitivity towards differences, promoting and encouraging diversity, and building on people's different skills and talents to enhance the quality of their own and other's work.
- Take responsibility for their decisions.
- Attend and contribute to Mind staff training and any other training identified as appropriate for the post.
- Occasionally travel to meetings in England and Wales and/or work unsociable hours, which may require the need for an overnight stay, evening and weekend work.



- Ensure that all responsibilities and activities within their post are consistent with the terms and spirit of Mind’s mission, vision, values, policies and procedures.
- Adhere to relevant legal and statutory requirements including the Data Protection Act, Health and Safety at Work Act and relevant charity law.
- To be prepared to work flexibly (e.g. hot-desking, home-enabled working) according to business need
- Maintain an appropriate level of confidentiality at all times.
- Contribute to making Mind a greener workplace.

Person specification

Essential criteria

1. Experience of managing corporate partnerships account managers or equivalent relationship based roles in a fundraising, events, sales or marketing environment and meeting or exceeding financial targets.
2. Excellent interpersonal skills including relationship building, influencing and negotiating with a wide range of people, using tact and diplomacy.
3. Excellent business acumen and experience of working with one or more commercial sectors.
4. Excellent, oral and written communication skills to deliver fundraising presentations and pitches to a range of audiences including large meetings with board Directors/ audiences at fundraising events as well as small groups and individual VIPs in a clear, inspiring and confident way.
5. Well-developed numeracy and analytical skills for tracking and recording data. With a proven ability to manage budgets including forecasting, monitoring, maintaining agreed cost/income ratios and regular reporting of outcomes against KPIs.
6. A proven track record of providing a high level of customer care including building and maintaining relationships to secure repeat support.
7. Understanding and experience of applying charity legislation, corporate Gift Aid and VAT
8. Excellent organisation skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently.



9. Proven ability to think creatively and proactively to seek innovative solutions to client needs.
10. Flexible, adaptable and proactively responsive to change.
11. Excellent IT skills including use of Microsoft Office Outlook, Word, Excel and PowerPoint

Desirable criteria

1. Experience of researching and developing targeted proposals for presentation to funders/clients.
2. Direct or indirect experience of mental health problems.
3. Experience of using the MS Dynamics database or similar to monitor and manage corporate relationships.
4. Proven ability to monitor, assess, evaluate and report back to corporate partners on how their support has made a difference.
5. Experience of working under pressure and meeting tight deadlines.
6. Willingness and ability to occasionally travel to meetings in England and Wales, and on occasion the need for an overnight stay.