CORPORATE PARTNERSHIPS OFFICER (Maternity Cover)
£25,000 - £28,820
Full Time

Thank you for your interest in Crohn’s & Colitis UK.

We are the leading UK charity in the battle against Crohn’s Disease and Ulcerative Colitis (collectively known as Inflammatory Bowel Disease or IBD). Our purpose is to improve the lives for everyone affected by these diseases. Crohn’s and Colitis are lifelong and debilitating conditions that affect over 300,000 people in the UK with nearly half of those being diagnosed each year under the age of 29. Our work covers a broad range of activities designed to achieve a better quality of life, improve support and services and, ultimately, find a cure.

A great opportunity has arisen for a Corporate Partnerships Officer to join us on a Fixed Term Contract to cover a period of Maternity Leave. The perfect candidate will be experienced and competent in corporate fundraising as you will be responsible for supporting the Corporate Fundraising team to diversify our current corporate portfolio.

You will be responsible for generating new income from companies and organisations in line with the charity’s ambitious plans. You will help develop strategic corporate partnerships and be effective at pitching and presenting at a senior level. Under the direction of the Corporate Partnerships Manager, you will work across all partnerships, including Charity of the Year, pharmaceutical partnerships, sponsorship and CRM opportunities, in order to develop and build high value relationships and increase engagement for long-term support. You will also be responsible for managing certain existing corporate partner relationships and providing first class day-to-day account management, to ensure that the business objectives and income targets are achieved.

We are a values-led organisation with a supportive, can do and friendly working culture. We are based in Hertfordshire, so we are easily accessible by road and rail. We offer highly valued on-site free car parking, along with a range of other employee benefits.

Our Commitment to Equality, Diversity and Inclusion: As a charity we are committed to equality, diversity and inclusion and we do not accept discrimination of any kind. We are keen to recruit colleagues with a range of experience, regardless of age, disability, gender, gender re-assignment, race, religion or belief, sexual orientation, marital or civil partnership status or maternity status.

Living Our Values: As an organisation, we work with shared values of Ambitious, Compassionate and Stronger Together. In our recruitment and selection processes, we will seek to ensure that we demonstrate Our Values.

To apply for this role, please complete the application form and the supporting statement section providing evidence and examples of how you meet the criteria of the person specification, and what you feel you would bring to this role.
ABOUT US

Our Vision
Improved lives today. A world free from Crohn’s and Colitis tomorrow.

Our Mission
We break taboos. We drive pioneering research. We support and bring people together. We campaign to improve lives. We are leading the fight against Crohn’s and Colitis.

Our Values
As a charity we work to an ethos of share values. These are:

- We are ambitious
- We are compassionate
- We are stronger together

What we do

We lead the battle against Crohn’s Disease and Ulcerative Colitis and we won’t stop until we’ve won.

Crohn’s & Colitis UK is the leading UK charity in the battle against Crohn’s Disease and Ulcerative Colitis. We are fighting to achieve a better quality of life for the 300,000 people in the UK suffering physically and emotionally from these and other forms of Inflammatory Bowel Disease (IBD). Ultimately, we want to find a cure.

For more than 35 years, we’ve been working with and for patients and their families, the nurses, doctors, and all those that work in healthcare that treat them, and the policymakers who can bring about change.

- We provide high quality information and support to enable people to manage their conditions. We believe people living with Crohn’s and Colitis should be able to live their lives to the fullest.

- We work with the UK health sector to improve diagnosis, treatment and management of IBD. We want everyone with the conditions to have access to the best specialist services.

- We support life-changing research to increase knowledge of the causes and the best treatments for Crohn’s and Colitis. We want to improve lives now, and lead the mission to find a cure.

- We campaign vigorously alongside the IBD community and our partners – for more knowledge, better services and more support for our ongoing fight against IBD.

Join our fight against Inflammatory Bowel Disease.

Further information
www.crohnsandcolitis.org.uk
JOB DESCRIPTION

Corporate Partnerships Officer (Maternity Cover)

Grade: D Reports to: Corporate Partnerships Manager

Overall purpose
To actively grow, develop and account manage Crohn’s & Colitis UK’s corporate fundraising and partnership opportunities in line with the overall fundraising strategy.

Key Responsibilities:

1. Management of Prospect Research and New Business Acquisition (Development)
   - Play a key role in the day-to-day development, management and delivery of a programme of corporate growth, including identifying, researching and generating new funding opportunities.
   - Work with the Corporate Partnerships Manager, and Director of Income Generation, to develop and implement a corporate strategy, to ensure new target areas for growth are clearly identified, and the portfolio of corporate support is balanced.
   - Be responsible for establishing new partner relationships through innovative market research and the delivery of compelling business proposals and pitches, supported by the Corporate Partnerships Manager, which align with a corporate fundraising strategy.
   - From an agreed prospect list, develop and manage a pipeline of Charity of the Year support, researching companies for long-term support, submitting proposals, and applications; and monitor the success and conversion rate from such opportunities.
   - Prepare and agree briefs and supporting documentation for corporate engagement, attend networking events and conferences, and work with agencies to create innovative proposals or pitches.

2. Relationship Responsibilities (Account Management)
   - Build, manage and lead relationships with prospective partners ensuring exceptional levels of supporter care, and that each account reaches its full funding potential.
   - Deliver a high level of customer service to internal and external stakeholders.
   - Establish excellent working relationships with the team, and colleagues across the charity to ensure fundable and appealing corporate projects are quickly identified and represent the team at internal and external meetings.
   - Be responsible for writing regular communications to corporate partners

3. Reporting Responsibilities
   - Help develop and implement a prospect calendar to ensure proposals are sent out in a timely and effective manner in line with organisational priorities.
   - Help develop and manage a reporting schedule to ensure monitoring and reporting is done in a timely and effective manner in line with organisational priorities.
   - Work closely with the Corporate Partnerships Manager to ensure ALMS.net is accurate at all times, to ensure coding and fulfilment reporting is precise.
   - Supported by the Manager, regularly monitor and evaluate the success, and conversion rates, of all corporate activity. Contribute to the financial planning, budgeting and management accounts process.
   - Manage conflicting and tight deadlines, whilst maintaining meticulous attention to detail.

The purpose of this job description is to focus attention on the most important aspects of the jobholder’s role. It is not intended to be a complete list of the duties; therefore, it is to be expected that the day to day performance of the job will include tasks not listed above. The list of duties for which the jobholder is responsible may reasonably be varied or added to at the discretion of the charity.
PERSON SPECIFICATION

Skills, Knowledge & Experience

Essential

- Experienced and competent individual with at least two years corporate fundraising.
- Excellent communication skills, verbal and written.
- Enthusiastic, highly motivated, and a good networker.
- A tenacious, ambitious and resilient individual, driven to maximise income from corporate opportunities.
- Excellent organisational and time management skills, with the ability to work calmly under pressure to meet multiple deadlines.
- Experience of working with databases.
- A good, approachable networker with a proven track record of building excellent relations.
- Target oriented with experience of budgeting and financial management.
- Good commitment to team-working.
- Strong communication and research skills, with the ability to negotiate and influence to achieve the best outcome for the charity
- Confident in putting together good quality written proposals, and presenting to a range of different audiences.

Desirable

- You will have a good understanding of marketing, brand development and digital media and how this contributes and supports to fundraising.
- Some knowledge of working with the pharmaceutical industry and the ABPI code of practice.
BENEFITS

Salary
A competitive salary that is reviewed annually. Our annual salary review takes into account a number of factors, including an individual’s contribution and performance against objectives.

New recruits are automatically enrolled into our Group Personal Pension Plan. We offer two levels of contribution:

<table>
<thead>
<tr>
<th>Employer contribution% of basic annual salary</th>
<th>Length of pension membership</th>
<th>Employee Contribution% of basic annual salary</th>
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<tbody>
<tr>
<td>5%</td>
<td>In joining the scheme</td>
<td>3%</td>
</tr>
<tr>
<td>8%</td>
<td>After 6 months the member can choose to move up to this band or stay on the initial rates</td>
<td>5%</td>
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Hours of work
The standard working week at Crohn’s & Colitis UK is 35 hours, start, and finish times can be agreed between the employee and their manager. In addition, a number of roles are undertaken on a part-time basis.

Holiday entitlement
The basic holiday entitlement is 25 days leave per year, increasing by one day for each year’s service up to a maximum of 5 days, giving a total of 30 days in addition the 8 bank holiday days. The holiday year runs from January to December each year.

Family friendly policies
We have a range of flexible family friendly policies to support our employees with a healthy work-life balance these include:
- enhanced maternity and paternity leave and shared parental leave
- salary sacrifice childcare vouchers
- the right to apply for flexible working

Your development
Crohn’s & Colitis UK is committed to the training and development of its employees. We have a performance review and development scheme designed to help all staff to develop in their roles. Financial support and/or study leave may be offered to individuals who are studying for professional qualifications.

Season ticket loans
We appreciate that travel to and from work can be expensive and that buying annual tickets can mean savings for our employees. We therefore offer an interest free loan for season tickets, repaid directly from salary each month.

Our office
Our informal, open plan office space in Hatfield has been designed to create a vibrant and productive workspace for all our staff.
HOW TO APPLY

To apply, please email your application form along with our equal opportunity monitoring form to jobs@crohnsandcolitis.org.uk ensuring that your application fully addresses the criteria outlined in the job description and person specification.

Alternatively, post your application to:

Human Resources
Crohn’s & Colitis UK
1 Bishops Square
Hatfield
Herts
AL10 9NE

Closing date for applications: Wednesday 13 March 2019 (9:00 am)

First interview: Week commencing 18 March 2019