



Title: Senior Corporate Partnerships Manager

Reporting To: Head of Corporate Partnerships

Direct Reports: none

Location: Cambridge, CB2 1AB or home-based with occasional travel to London, Cambridge and partners. Currently home-based as per the government guidelines

Salary: Circa £35,000 per annum

Contract: Permanent

Hours: 35 hours per week; flexible working and part-time working requests will be considered

About SOS Children's Villages UK

SOS Children's Villages is a global charity working to ensure that children everywhere have the right to grow up feeling loved, safe and supported. We work with children and families living through poverty, conflict, man-made and natural disasters to ensure children can have the childhood, and the life, they deserve. And by supporting them to grow into resilient and independent adults who can contribute to their communities, we are helping to bring about positive and lasting change.

SOS Children's Villages UK is part of a global federation of 140 local SOS Children's Villages Associations. Together, we work in 136 countries and territories worldwide to ensure that children grow up in a stable environment where they feel loved, safe and supported. Despite our global reach, we take a local approach. Our programmes are locally planned and run by in-country SOS child-welfare experts. They understand the community because they are a part of it. They are cognizant of local customs, practices and belief-systems because they share them, or live amongst them. and they can help effectively because they have long-established relationships with local and national government bodies, suppliers and community leaders.

SOS UK's values are at the heart of everything we do, and they are;

- **Collaborative:** We work together to sustainably improve the lives of children and families
- **Authentic:** We are open, honest and transparent in everything we do
- **Learning:** We respect diversity, are open-minded, and listen and learn from others
- **Ambitious:** We want to achieve lasting change for children and families.

For more information, please visit www.soschildrensvillages.org.uk (UK office) and www.sos-childrensvillages.org (international office).

About the Post:

Reporting to the Head of Corporate Partnerships, you will help to grow and shape the future of SOS Children's Villages UK's corporate partnerships programme. The role will focus on account management and business development across the corporate partnerships' income



stream including strategic, multi-year collaborations, sponsorship, employee fundraising and cause-related marketing.

The ideal candidate will have demonstrable experience in managing and securing corporate partnerships across a range of engagement mechanisms with six-figure corporate partnerships. They will have direct experience in managing and developing corporate partnerships across a range of engagement mechanisms. With high attention to detail, they will be self-motivated and a team player, capable of multi-tasking and prioritising under pressure. A confident presenter and networker, the postholder will demonstrate the ability to represent SOS UK externally and to produce high-quality prospect research, reports and pitch material.

Specific responsibilities include:

- Strategic account management of existing corporate partnerships. Including long-term strategic – cause-related marketing and Charity of the Year partnerships
- Providing high-quality account management and stewardship including contracting and reporting
- Developing and implementing innovative partnership plans for own account management portfolio and work with team members to develop and implement innovative partnership plans for their own portfolios
- Planning strategies and securing partnerships from companies at the level of £50,000 - £100,000. Implementing the strategies by utilising high-quality cultivation and stewardship of prospects and making powerful asks
- Developing a robust pipeline, conducting due diligence, and cultivating opportunities for new partnerships
- Developing and presenting to prospects and partners appropriate partnership propositions that align with their CSR and wider company objectives and SOS's global priorities, utilising sophisticated influencing and negotiation skills to secure long-term strategic partnerships
- Playing a significant role, working alongside the Head of Corporate Partnerships in developing and delivering an ambitious corporate strategy to meet or exceed our corporate partnerships budgets year-on-year
- Developing and implementing a yearly activity plan as part of the wider team to coordinate pitches, applications, reports and other activities to achieve targets
- In collaboration with the communications team, developing high-quality material that reflects organisational funding priorities, tailored in line with individual corporate approaches
- In collaboration with the Programme Funding team, developing specific corporate proposals, reports and approaches to corporate foundations
- Assisting in forecasting, weekly and monthly reporting across a range of financial and non-financial KPIs in relation to corporate partnerships



- Producing prospect research analysis of potential corporate partners and analysing their suitability to feed into the corporate prospect pipeline to achieve identified targets
- Undertaking due prospect diligence, in line with SOS UK's ethical policy and robust vetting criteria, thereby protecting SOS UK's brand and ensuring profitable returns on investment
- Assisting the Head of Corporate Partnerships in producing financial and budgetary reports in relation to individual corporate partnerships and the corporate partnerships team overall
- Updating and maintaining the database in line with General Data Protection Regulations.

Other:

- Oversee and manage any volunteers working in the corporate partnerships team
- Implement the Equal Opportunities Policy into daily activities
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately when you become aware of it
- Undertake any other duties as may reasonably be required in this post
- Keep abreast of key fundraising trends and issues and the regulatory environment around fundraising. Ensuring that standards are set, procedures followed, and issues acted upon or communicated to all staff and others as appropriate.
- Ensure the Code of Fundraising Practice is followed, as stipulated by the Fundraising Regulator and best practice is adhered to.

PERSON SPECIFICATION

Essential:

- Proven ability to secure significant five to six figure corporate partnerships
- 4-5 years' experience in cultivating, developing and relationship managing a diverse range of corporate partnerships
- Ability to plan strategically and implement those plans
- Demonstrable experience of managing corporate partnerships across strategic partnerships, cause-related marketing and employee fundraising
- Demonstrable experience of cultivating and account managing a variety of corporate partners
- Demonstrable experience in prospect research, production of proposals/pitches, relationship management and reporting
- Proven experience in developing and maintaining budgets
- Exceptional organisational skills with experience of managing multiple tasks and prioritising effectively



- Ability to present to and influence stakeholders at all levels and ability to deal with senior stakeholders and partners
- Excellent communication skills including a high level of attention to detail, both written and oral
- Ability and willingness to work as a team and to use own initiative
- Excellent presentation skills; confidence in making personal approaches and representing SOS externally
- Computer literate and confident in using all MS Office software
- Knowledge of a Fundraising Database
- Ability to travel internationally on an occasional basis
- Willingness to work, if required, on evenings / weekends.

Desirable criteria:

- Working knowledge of the international NGOs and/or working in a Federation

Personal Attributes / Qualities:

- Able to reflect SOS UK's values (detailed above) in how you conduct yourself at work and with others
- Ambitious, innovative, target driven and self-motivated
- Trustworthy, patient, flexible and a good relationship builder
- Enjoy working as part of a team
- Open to new ways of working, learning new tasks and skills as required
- Committed to building meaningful, personal relationships with some of our most generous supporters
- Strongly motivated by success and passionate about seizing opportunities as they present themselves
- Driven by the desire to give our supporters an excellent experience.

Further information

SOS Children's Villages UK is an equal opportunity employer that is committed to encouraging equality, diversity and inclusion in the workplace, and eliminating unlawful discrimination within all employment practices within our organisation. Discrimination and harassment of any kind based on any protected characteristic is prohibited, and recruitment decisions are based on experience, qualifications, merit, and business needs at the time.

Upon conditional offers of employment, professional references and a self-declaration & disclosure form are required as part of the safer recruitment procedure in our Safeguarding Policy. A Disclosure and Barring Service (DBS) check will also be required.



To apply:

Please email a copy of your CV and covering letter of no more than 2 A4 pages with the titles "your name cover letter" and "your name CV" to Holly Christie, Head of Corporate Partnerships, at careers@sosuk.org

The deadline for applications is 10am on the 19 October 2020.

Interviews will be conducted virtually via Microsoft Teams in the week commencing 26 October 2020.

Benefits of working at SOS Children's Villages UK

- 25 days annual leave entitlement, plus 8 paid bank holidays and non-bank holiday working days during the office closure between Christmas and New Year are treated as additional paid time off
- Employee Assistance Programme
- Cycle to Work Scheme
- Life Assurance Cover
- Pension Scheme Membership
- Contractual sick pay
- Flexible working
- Statutory maternity & paternity pay
- Charity/Volunteer Days a maximum of 2 days per annum
- Travel loan
- Sabbatical leave
- Training & Development policy

Additional resources

- SOS Children's Villages UK organogram (see below)
- [SOS Children's Villages UK latest Annual Report](#)
- [Why work for SOS UK](#)

