



**Title:** Senior Corporate Partnerships Manager

**Reporting To:** Head of Corporate Partnerships

**Direct Reports:** Senior Corporate Partnerships Officer

**Location:** Cambridge, CB2 1AB or home-based with occasional travel to London, Cambridge and partners.

**Salary:** Starting salary £37,800 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](http://www.soschildrensvillages.org.uk) (UK office) and [www.soschildrensvillages.org](http://www.soschildrensvillages.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 primarily focus on account management with some business development across the corporate



partnerships' income stream including strategic, multi-year collaborations, employee fundraising and cause-related marketing.

The ideal candidate will have demonstrable experience in managing and developing corporate partnerships across a range of engagement mechanisms with six-figure corporate partnerships. 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 Children's Villages UK externally and to produce high-quality proposals, reports and engagement plans.

**Specific responsibilities include:**

- Strategic account management of existing corporate partnerships, including flagship long-term strategic partnerships
- Providing high-quality account management and stewardship including contracting and reporting
- Developing and implementing innovative partnership plans for own account management portfolio
- Working with the Head of Corporate Partnerships to support the development of new partnerships from companies at £50,000+.
- 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 co-ordinate 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 partners
- 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
- Undertaking due 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.



**Management:**

- Ensure direct report is supported and working towards clear and measurable objectives that feed into the wider fundraising strategy.
- Be responsible for regular reviews including annual appraisals, ensuring direct report is supported and their work is regularly monitored.
- Take responsibility for any HR related issues that may arise.

**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 manage and develop 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 production of proposals, relationship management and reporting
- 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
- Proven experience in developing and maintaining budgets

**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 to Ashby at Ashby Jenkins Recruitment on [Ashby@ashbyjenkinsrecruitment.co.uk](mailto:Ashby@ashbyjenkinsrecruitment.co.uk) with the subject line 'SOS Children's Villages UK Senior Corporate Partnerships Manager.'

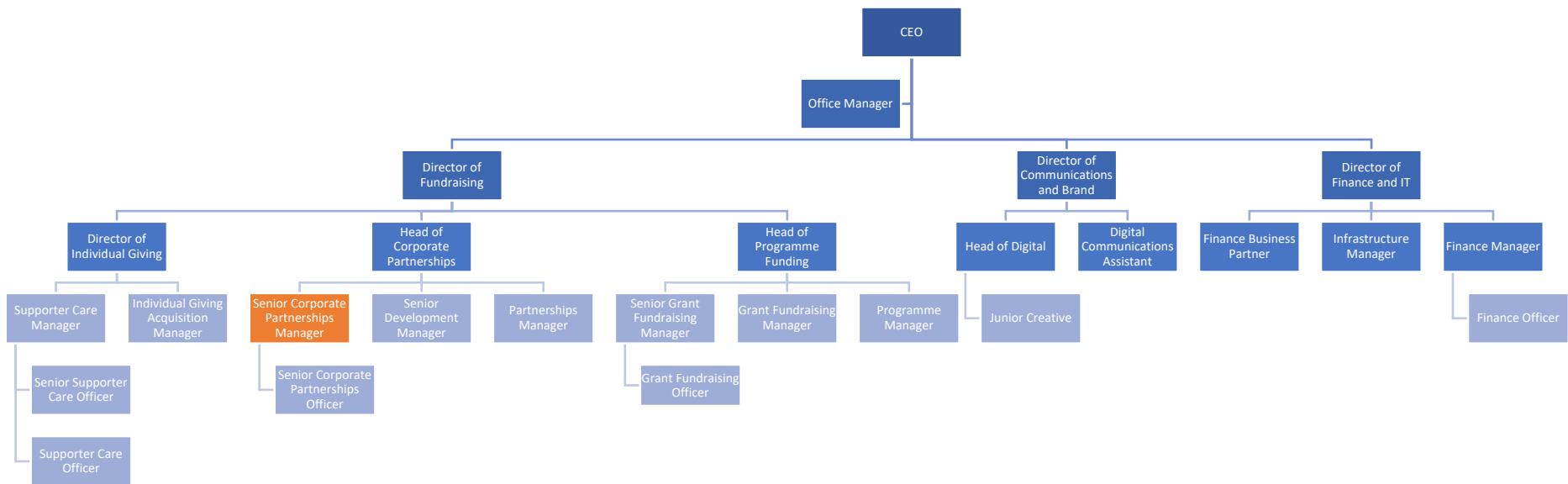


## Benefits of working at SOS Children's Villages UK

- 25 days of 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
- Enhanced sick pay
- Flexible working
- Enhanced maternity & paternity leave
- 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](#)





SOS CHILDREN'S  
VILLAGES