



JOB DESCRIPTION: Corporate Partnerships Officer

REPORTING TO: Corporate Partnerships Manager

ACCOUNTABLE TO: Head of Fundraising, Chief Executive Officer and Board of Trustees

LIAISING WITH:

New and existing corporate supporters, members of the Fundraising Team; other Challengers departments and Teams; Trustees and Volunteers.

GENERAL DESCRIPTION:

Challengers is a regional charity providing Play and Leisure services to disabled children, young people and young adults across Surrey, Hampshire, Berkshire and West Sussex. The Corporate Challenge Events Officer role sits within a larger Fundraising Team which aims to maximise the voluntary funding the charity receives in support of the services delivered.

The role requires a dynamic individual with an enthusiastic approach to growing and developing our Corporate income stream. You will be supporting our Corporate Partnerships Strategy by working on New Business opportunities and Account Managing some of our smaller partnerships. In addition to this, you will be raising awareness of Challengers projects and support for disabled children, young people and their families, as well as help to promote the charity's work and reputation with the public.

You will be working alongside a committed team of staff, volunteers and Trustees and you will have the opportunity to build the skills and experience you need to develop a career in fundraising.

Salary: £18,544 on a full time 35 hour per week contract.

MAIN DUTIES AND RESPONSIBILITIES

- Be responsible for managing and applying to a pipeline of New Business Opportunities, including Charity of the Year and Corporate Trust applications.
- Support on the running of the Business Club including managing membership admin and communication and working with the Communications team to organise quarterly events. You will also support the Senior Development Officer to grow the Club.
- Establish, develop and maintain strong relationships with a diverse group of company supporters as well as developing ideas to further enhance, extend and strengthen new and existing relationships.
- Attend networking events in various locations to continue to develop relationships with existing and new corporate supporters. This may involve early morning and evening events.
- As part of the Fundraising Team, work jointly to meet both corporate and wider team financial targets.

- Support the wider Fundraising and Communications Teams with the delivery of various events, including on the day support.
- Help to represent the charity at presentations, meetings and other functions promoting the work of Challengers and advocating The Challengers Approach, based on the Social Model of Disability.
- Maintain clear records of all contacts, activities and funds raised on the Challengers database and produce reports when required.
- Present a positive and realistic image of Challengers, its work, and disabled people to the wider community.
- Maintain a safe working environment in accordance with the Challengers health and safety and related policies.
- A willingness to travel using either own car or public transport (with reimbursement of expenses) for work related meetings / events in various remote locations.
- Any other duties as shall from time to time may be required by the Senior Corporate Development Officer, Head of Fundraising or Chief Executive.

PERSON SPECIFICATION

Essential:

- Excellent written and verbal communication skills, including high levels of confidence speaking to new people over the phone and 'face to face'.
- An ability to relate to a range of people, including potential sponsors and donors, disabled children and their parents and carers, the media, colleagues, a range of companies and the general public.
- An ability to produce clear, concise written reports and effective promotional materials.
- Analytical clear thinking and the ability to prioritise tasks, apply common sense and sound judgement.
- An ability to work on own initiatives as well as work as a team member.
- Good knowledge of Office 365 and sales or fundraising databases.
- Flexibility to work outside conventional office hours when required including weekends and evenings.
- A clear understanding of The Challengers Approach and a willingness to learn the Social Model of Disability and a commitment to deliver programmes to this ethos.
- A willingness to travel using either own car or public transport (with reimbursement of expenses) for work related meetings / events in various remote locations.

Desirable:

- Experience of working in a fundraising or sales role
- Experience of using a database and willingness and competence to pick up this skill quickly.
- Understanding of the issues facing disabled children and young people, their families and carers and of issues surrounding social exclusion
- Experience of working with or supporting disabled children and young people, their families and carers.