

## Philanthropy & Corporate Partnerships

<b>Job Title:</b>	Corporate Development Officer
<b>Reporting to:</b>	Corporate Development Team Manager
<b>Responsible for:</b>	N/A
<b>Location:</b>	Dogs Trust London (Head Office)

### Job Purpose:

The Corporate Development Officer is responsible for securing new corporate partnerships which will deliver significant new income for Dogs Trust and Dogs Trust Worldwide.

### About the Department and role:

Dogs Trust is the largest dog welfare charity in the UK with a nationwide network of rehoming centres and charity shops. Last year, Dogs Trust centres cared for over 14,000 dogs; we never put a healthy dog down.

We are reliant on voluntary donations in order to continue our work. Dogs Trust is fortunate to receive some large donations from charitable trusts/foundations, corporate partners and wealthy individuals (major donors) and we believe there is potential to increase funds from these sources significantly to expand our work even further.

The Corporate Development officer will be responsible for new business development to increase income from corporate partnerships. This will include developing new relationships with national and local businesses and supporting the development of the charity's partnerships strategy. The individual will work closely with the Corporate Partnerships Team, who is responsible for managing and uplifting our corporate partners.

This post will be based in Dogs Trust London Office. (Initially there will be flexibility around location of work including working from home; interim flexible arrangements will be discussed at interview stage)

Key Job responsibilities	Approx. percentage of time*
<ul style="list-style-type: none"> <li>• <b>New Business Development</b></li> <li>• Support the Corporate Development Team Manager in delivering the new business elements of the Corporate Partnerships Strategy for Dogs Trust</li> <li>• Support the Corporate Development Team Manager in the identification and cultivation of new corporate partnerships, accessing a range of income streams and budget holders including Affinity, Cause Related Marketing, Charity of The Year, Sponsorship, Payroll Giving and corporate trusts/foundations</li> <li>• Meet an agreed personal annual income target from new partnerships</li> <li>• Support the Corporate Development Team Manager, Head of Corporate Partnerships, Deputy Director of Philanthropy and Corporate Partnerships and the Marketing Director by attending meetings with potential corporate partners,</li> </ul>	65

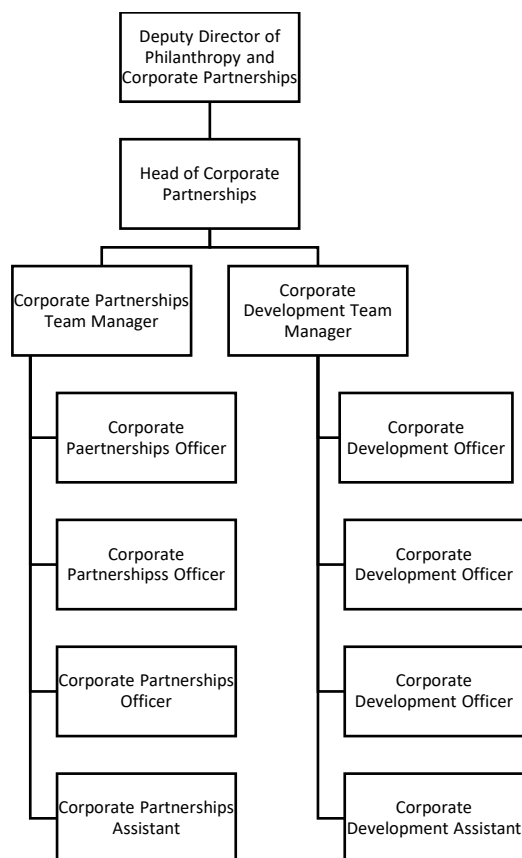
<p>preparing creative pitches and proposals and briefing all Dogs Trust staff involved in advance</p> <ul style="list-style-type: none"> <li>Fully utilise the annual calendar of events for prospect cultivation and the travel schedules of key staff such as the Head of Corporate Partnerships, Deputy Director of Philanthropy and Corporate Partnerships, Marketing Director and CEO</li> <li>Draft an innovative and personalised suite of communications for corporate prospects as required, utilising and building on materials used across Dogs Trust</li> <li>Support in the delivery of event/s targeted at new corporate supporters at a national and local level (including one-to one meetings, receptions and events at our rehoming centres)</li> </ul>	
<p><b>Working with Corporate Partnerships</b></p> <ul style="list-style-type: none"> <li>Work closely with the Corporate Partnerships Team to ensure the transition between new business and account management is seamless for both Dogs Trust and the new partner</li> </ul>	10
<p><b>Internal Relationship Management</b></p> <ul style="list-style-type: none"> <li>Work with various staff across Dogs Trust to ensure new contracts can be fully resourced and integrated into existing Dogs Trust activity, particularly Marketing, Communications, Legal and Operations.</li> <li>To contribute to and provide regular updates across the organisation to ensure corporate fundraising activity is embedded across the organisation and is aligned with the wider plans and objectives of Dogs Trust.</li> </ul>	15
<p><b>Monitoring and Reporting</b></p> <ul style="list-style-type: none"> <li>Ensure corporate donor data is recorded accurately on our internal CRM system.</li> <li>Ensure that cause related marketing aspects of partnerships and campaigns are consistent with the charity's mission, ethical policy and values, legal guidelines and industry best practice.</li> <li>To fully understand and adhere to Dogs Trust's reputational risk and due diligence policies when targeting new partners and negotiating new business</li> <li>To keep abreast of the corporate sector, identifying any opportunities and risks for Dogs Trust</li> </ul>	10
<p><b>Any other reasonable duties.</b></p>	<5%

\*For guidance only. This is averaged out over the year.

<p><b>Other key areas of activity:</b></p>
<p><b>Management of Resources: All employees are responsible for managing their own time and resources.</b></p>
<p>Financial Responsibility:</p> <ul style="list-style-type: none"> <li>Responsible for generating an income target as agreed with Corporate Development Team Manager and Head of Corporate Partnerships.</li> <li>Responsible for work related expenditure in line with agreed partner budget and internal sign off procedure.</li> </ul>
<p><b>Health and Safety: All individual employees have a duty of care of their own health and safety and that of others who may be affected by your actions.</b></p>
<p><b>Data Protection: All staff are responsible for ensuring they understand and apply the rules and policy for data management.</b></p>
<p>Responsible for the accurate processing and storage of data within your remit.</p>
<p><b>Major internal and external relationships:</b></p>
<p>Internal</p> <ul style="list-style-type: none"> <li>Senior Stakeholders; CEO, Trustees, Directors</li> <li>Corporate Partnerships Team</li> <li>Wider Philanthropy &amp; Corporate Partnerships Teams</li> <li>Community Fundraising Team</li> <li>Communications and Digital Teams</li> <li>Operations &amp; Campaigns Teams</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>Senior Stakeholders at prospect companies</li> <li>PR/Marketing, HR, CSR teams at prospect companies</li> <li>Suppliers, Printers and Designers</li> </ul>

Person specification:	A	i	E
<b>Essential</b>			
Demonstrable experience of new business development, ideally in a charity setting	X	X	X
Proven experience of personally securing six figure partnerships	X	X	X
Appreciation of different budget holders within companies who may be interested in supporting Dogs Trust and understanding of different types of corporate partnerships	X	X	
Articulate and credible with all audiences, including those at the highest level both within the organisation and outside of it	X	X	
Ability to write clearly and concisely, and to tailor written style to the needs of different donors	X	X	X
Ability to research and match criteria from companies with Dogs Trust activities/objectives	X	X	X
Strong numeracy skills	X	X	
Good organisation skills, and competent in the use of Word, Excel and databases. Previous experience of Salesforce or Raiser's Edge is desirable but not essential	X	X	
A dedicated team worker, but also able to work on own initiative	X	X	
Willingness to travel and work irregular office hours from time to time, such as for an evening events or breakfast meeting	X	X	
A commitment to the aims and values of Dogs Trust	X	X	
<b>Desirable</b>			
Experience of working with corporate volunteers	X	X	
Experience of payroll giving	X	X	
Experience of relationship management with VIPs/ celebrities	X	X	
Experience of a similar role in a large, national charity	X	X	
<b>revised: September 2020</b>			

When assessment will take place: A= Application; I = Interview; E = Written Exercise/Practical Task



*The duties in this job description may change from time to time following a review and in discussion between the post holder and Line Manager / Director.*