

Corporate Partnerships Executive

Job Description and Person Specification

Reporting to: Corporate Partnerships Manager

Location of work: Our offices are located in London. During COVID-19 staff have been working remotely. We will be returning to the office in September so the post holder will need to be able to work regularly from London. The role may involve some travel throughout England and Scotland.

Contract type: Ideally full-time, 35 hours per week, although part time / flexible hours may be considered. The role may require occasional evening and weekend work

Contract Length: Permanent

Salary: £28,000 - £30,000

BACKGROUND

There is a child hunger crisis in the UK, with, even before Covid-19, as many as 1.7 million school age children at risk of hunger.

Magic Breakfast works to ensure that these children aren't prevented from accessing their education simply because they are too hungry to learn. Over the last 20 years, we have worked with schools across the UK to target those pupils at risk of hunger in order to provide them with a nutritious meal, without barrier or stigma, at the start of the day.

In light of the pandemic, our work has renewed importance with families who were previously struggling to put food on the table being pushed to breaking point. Heightened public awareness of food poverty has emerged as a result of the pandemic and we have ambitious fundraising targets so that we can reach as many children as possible at risk of morning hunger.

Against this backdrop, we are looking for a Corporate Partnerships Executive to join our Corporate Partnerships Team. This exciting and diverse role is perfect for someone looking to make a difference and build on previous experience in corporate fundraising or other income streams. The successful candidate will manage a portfolio of small to mid-size corporate partners, helping to ensure that we can achieve our vision of no child too hungry to learn. The candidate will also provide administrative and special project support to the Corporate Partnerships Team and, where necessary, support with the delivery of our higher value strategic partnerships.

JOB PURPOSE

Corporate partnerships at Magic Breakfast have grown significantly in the past couple of years, and we have worked hard to unlock wider benefits from new and existing partners, to create multi-layered and mutually beneficial partnerships that go beyond financial support. Gift-in-kind has been a substantial area for growth for us in particular. With significant corporate supporters like Amazon, Heinz, Kellogg's, Arla and many others, this is an exciting time to join Magic Breakfast and take ownership of a portfolio of partners and support the team's partnership delivery.

As the Corporate Partnerships Executive, you will work closely with the Corporate Partnerships Managers in the team as well as the Head of Corporate Partnerships, and colleagues across the rest of the organisation. You will split your time between account management and team support. You will manage your own portfolio of accounts, ensuring opportunities are maximised, targets are met. There will also be opportunity to support Managers on key activities in their partnerships to build your exposure to high-level, strategic partnerships. Team support is the final vital component of this role: reconciling income, producing reports, fundraising materials, planning events and maintaining records on Salesforce all sit in this role.

Building excellent working relationships with colleagues and partners is key to this role, as is the ability to manage a busy workload with many competing priorities. An interest in or direct experience of corporate fundraising would be advantageous to hit the ground running and get stuck into delivering partnerships to make a difference to children who face hunger as a barrier to learning.

KEY RESPONSIBILITIES

Account management:

- Manage a portfolio of small-medium corporate accounts, ensuring excellent account management and stakeholder engagement.
- Support Managers in the corporate team to deliver elements of our higher value strategic partnerships.
- Support the corporate team with significant fundraisers and account activities.
- Work with the corporate team to implement a clear stewardship plan for all corporate accounts.
- Help to produce compelling and timely reports to all managed funders.
- Coordinate stakeholder school visits and volunteering opportunities where necessary.

General:

- Ensure all corporate financial records are maintained and recorded.
- Keep accurate records of account activity and income via Salesforce.
- Reconcile income raised for all managed accounts, ensuring up-to date financial tracking sheets.
- Where appropriate, lead on planning and delivering key events for the Corporate and wider Fundraising team.
- Keep abreast of corporate fundraising trends and news.
- Contribute to team meetings, sharing best practice and supporting team members where necessary.
- Help to maintain a positive working environment; be energetic and participative, keeping the vision of Magic Breakfast at the heart of everything we do.
- Adhere to all Magic Breakfast policies and procedures.
- Occasional work outside of regular office hours and UK travel.
- Undertake any other duties commensurate with the role.
- Participate in occasional work-related events at external venues and perform support related activities as required.

- Work collaboratively across the organisation more widely to build good working relations across the organisation and particularly within the operations team.
- Ad-hoc support to other teams/ members of staff.

How to apply

- Please send your CV and covering letter to our recruitment partners at Bamboo Fundraising:
 - Graham Drew, Director
 - graham@bamboofundraising.co.uk
 - 0203 750 3111

PERSON SPECIFICATION

Knowledge and Experience

- Experience of relationship and account management in a charity setting.
- Experience producing compelling fundraising materials and donor communications
- Experience networking and liaising with existing donors, providing high-level care and enthusiastic support to drive revenue and engagement.
- Relevant professional training or qualifications in fundraising or related fields desirable
- Experience of conducting due diligence in the charity sector to ensure that all prospects meet our ethical fundraising criteria desirable
- Experience in planning and delivering cultivation/stewardship events desirable
- Experience of using a fundraising database (ideally Salesforce) for relationship management, prospect tracking and forecasting purposes desirable

Skills and Abilities

- Strong verbal and written communication skills.
- Experience of managing and sustaining relationships with a range of managers, teams and external contacts.
- Excellent time management and organisational skills with the ability to manage multiple tasks simultaneously and to work to deadlines autonomously.
- A collaborative team player with the confidence to work both self-sufficiently and across teams and departments, proactively engaging colleagues on projects and initiatives.
- Outstanding time management and organisational skills with the ability to prioritise multiple tasks simultaneously and work under pressure to deadlines.
- High level of competency in the use of Microsoft Office and database software
- Interest in CSR/ESG and keeping up to date with corporate fundraising landscape.
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Other

- Passion and commitment to Magic Breakfast's aim of alleviating morning hunger as a barrier to learning for children in the UK.
- Share Magic Breakfast's commitment to Diversity, Equality and Inclusion within the workplace.
- Willing to travel within the UK occasionally for meetings and other events (Covid permitting).
- Experience of working for a charity, especially in the area of children and young people, desirable