

Partnerships manager job pack

Title	Partnerships manager
Hours	30 hours per week (flexible across the week but to include a Thursday morning in the St Ives office)
Salary	£32,000 Full time equivalent - pro-rata for 30 hours per week
Accountable to	Head of fundraising and communications
Responsible for	
Based	Hybrid working arrangement consisting of home-working and office-based (St Ives, Cambridgeshire) working

About Caring Together

Three in five of us will become a carer at some point in our life. Caring Together is an ambitious regional charity that provides emotional and practical support, information and advice to carers of all ages and their families, as well as opportunities to take a break from their caring role.

Our vision is of a world in which all carers have choices.

About the role

This new role will raise vital funding to support the work of Caring Together, through managing key fundraising relationships. By raising funds, the postholder will enable Caring Together to provide vital services for carers. Primarily, the postholder will co-ordinate our new corporate partnerships programme, working across teams. Through developing sustainable and long-lasting partnerships with donors and potential donors, the postholder will support the fundraising team to generate substantial growth in income.

Key accountabilities of the role

- 1. To co-ordinate Caring Together's corporate partnerships programme, with the key objectives of achieving income targets and supporting carers in the workplace.**
 - Build on corporate partnerships development work already undertaken to support working carers and generate income.

- With the Head of fundraising, create time-bound corporate partnerships plans and associated objectives, including income targets, in conjunction with annual business plan production.
- Identify prospect corporates for Caring Together to partner with, to achieve maximum impact for working carers and in terms of income generation.
- Undertake due diligence with regard to potential corporate relationships, and escalate any concerns to the Head of fundraising.
- Identify digital and offline opportunities for the charity to reach new corporate audiences, raise awareness of carers and their needs, and develop financially sustainable partnerships.
- Working closely and collaboratively with Awareness Team colleagues, to recommend:
 - the corporate partnerships we should pursue,
 - the level and methods of engagement we should offer, and
 - the allocation of the account manager role for each partnership.
- Manage a case-load of corporate partnerships to maximise the support for existing and future carers in their employment whilst also maximising income from donations, staff fundraising, project sponsorship and other activities.
- Develop fundraising offers and products that will be taken up by corporates, support colleagues across teams to promote these products.
- Evaluate corporate partnerships activities and identify learnings to enable the effective development of the corporate partnerships programme.
- Manage thanking and recognition of corporates engaging with Caring Together, including working across teams on Carer Friendly Tick Award presentations, and press releases.

2. To develop fundraising relationships with external organisations that have been awarded the 'Carer Friendly Tick' accreditation

- Oversee the production and distribution of regular enewsletters to Carer Friendly Tick organisations, including writing some of the content for these.
- Ensure that Carer Friendly Tick organisations are supported and equipped to raise funds for Caring Together.

3. To develop relationships with higher-value-giving individual supporters to provide excellent stewardship, retain supporters, and achieve income targets

- To identify higher-value-giving supporters and act as the key point of contact at Caring Together for these donors.

- Develop thanking and appreciation strategies and resources to ensure that donors are thanked and updated on the impact of their support.
 - Manage relationships with legacy pledgers and enquirers to inform them of the impact of their support, and the difference it could make in future.
- 4. To manage relationships with Regular Givers ('Carer Friends') to ensure donors are informed of the impact of their support and retained or developed as Caring Together donors**
- Oversee the production and distribution of two Carer Friend newsletters per year including writing the content for these
 - Organise occasional online events for Carer Friends, together with Awareness Team colleagues
 - Ensure that all new Carer Friends are thanked for their support both when they join the scheme and at intervals during the year
- 5. To support fundraising and communications at Caring Together**
- Ensure thorough and accurate record-keeping using the charity CRM (Salesforce).
 - To adhere to the Ethical Fundraising Policy and keep abreast of changes to fundraising guidance, legislation and the Code of Practice
 - To contribute as a fundraising team member and cover for colleagues as required

Caring Together is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment.

We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

This role will be subject to a satisfactory disclosure from the Disclosure and Barring Service (DBS).

Partnerships manager

Person specification

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Skills, attitude and experience are more important than specific qualifications 	
Experience and knowledge	<ul style="list-style-type: none"> Experience of developing fundraising plans and approaches, and personally achieving income targets Experience of supporter care and managing relationships with charity donors Experience of managing identified areas of fundraising such as individual giving, corporate partnerships or legacy giving 	<ul style="list-style-type: none"> Understanding of issues faced by carers of all ages Knowledge of the Fundraising Code of Practice Experience of writing for leaflets, articles or press releases
Skills and abilities	<ul style="list-style-type: none"> Clear and persuasive writing skills, suitable for a wide range of audiences Able to use databases and Microsoft packages (Word, Excel, PowerPoint) with confidence Personable with very good relationship-building skills Public speaking and presentation skills 	<ul style="list-style-type: none"> Ability to analyse data
Personal attributes	<ul style="list-style-type: none"> Integrity Passionate about the positive impacts that fundraising can bring about Self-motivated, well-organised, able to manage own workload and time 	

Application and recruitment process

Closing date	The closing date for this post is 2 May 2023
Interview	It is anticipated that interviews for this post will take place on Thursday 4 May 2023
Start date	The post is available immediately, on a part-time, permanent basis.
Referees	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.
Terms and conditions	Full details of the terms and conditions of employment will be made available to the successful candidate.
Annual leave	The successful candidate will be entitled to 25 days (pro rata) annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our policy.
Pension	Caring Together comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
Entitlement to work	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
Working hours	Normal working hours are between 9.00am and 5.00pm, however Caring Together is committed to ensuring a work-life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager. The successful candidate will be required to work flexibly at evenings and weekends at times.
Benefits	Full details of the benefits of employment will made available to the successful candidate.