

Essex Wildlife Trust

Job Description and Person Specification



Job title: Corporate Partnerships Manager

Location: Abbotts Hall

Reports to: Head of Fundraising

Job Purpose

Essex Wildlife Trust is the county's leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. By 2030 we aim to protect and connect 30% of land and sea and inspire 1 in 4 people in Essex to take action for wildlife. The Fundraising Team is integral to delivering the Trust's strategy by growing wildlife supporters and generating income to fund our vital work.

To help us grow our income, we are looking for an ambitious Corporate Partnerships Manager to develop a portfolio of strategic partnerships.

The Corporate Partnerships Manager will be responsible for securing and developing high-value strategic partnerships, working with colleagues to develop a strong case for support based on impactful work in need of funding. By using your skills to drive the greatest value possible from our corporate partners as well as securing meaningful partnerships, both on a fundraising and strategic level, you'll be helping us achieve a Wilder Essex.

From undertaking research to crafting a compelling case for support, from writing and pitching proposals to negotiating contracts, this is a hugely varied and rewarding role. You will line manager the Corporate Communications Officer and grow the value and engagement of our corporate membership programme, Investors in Wildlife.

We are looking for someone with the energy, drive and aptitude to develop significant strategic partnerships. This role is well suited to a self-starter with exceptional account management and relationship-building skills as well as business development skills and an ambition to transform opportunities into income. You will be joining a fun, creative and dedicated team, during an exciting time of growth and development, who are passionate about raising money to protect wildlife.

Key Tasks

- Responsible for developing and delivering a Corporate Membership Strategy and operational plans with clear propositions for corporate partnerships, aligned with the Trust's strategic aims and income targets.
- Responsible for the continuous development and delivery on the Trust's Investors in Wildlife programme, with the goal of increasing corporate members to generate income and meaningful corporate relationships between Essex Wildlife Trust and corporate partners.
- Develop and maintain relationships with existing corporate partners and stakeholders.
- Develop the Trust's Corporate Volunteering Days arrangements.
- Identify major companies who's environmental or sustainability strategy aligns with the work of Essex Wildlife Trust.
- Establish new partnerships, that are high value, aligned and long-lasting, maximising the support they provide cross-departmentally in line with the needs of the Trust.
- Work across all departments to fully understand the needs of the Trust and how corporate partners can support its activities, spot opportunities for synergy and collaboration, developing these into growth opportunities for existing and new partnerships.
- Produce compelling proposals with proactivity in every stage of the cycle, from researching, writing proposals, presentations and pitching, through to contract negotiations.

- Line manage the Corporate Communications Officer.
- Manage income and expenditure budgets, reporting progress through quarterly reports and performance indicators.
- Take a proactive approach to team issues by helping to create, devise and implement fundraising ideas and working practices as part of a creative, collaborative fundraising team.
- Ensure accurate and up to date records are kept, using the CRM (Contact Relationship Management) system and appropriate MS Office programmes.

Knowledge and Skills

1. Knowledge and understanding of the corporate sector, raising funds and awareness from partnerships.
2. Experience in corporate fundraising, business development or sales with a proven track record of successfully hitting targets for income generation.
3. Excellent communication skills, both written and verbal.
4. Excellent relationship building skills with the ability to engage effectively and influence at all levels
5. Excellent problem solving and decision-making skills.
6. Ability to manage income and expenditure.
7. Ability to monitor and report against performance indicators.
8. Demonstrable experience of cultivating and stewarding relationship to meet business objectives
9. Experience working cross-departmentally to achieve goals.
10. Experience creating compelling proposals and pitches (desirable).
11. Experience of using a CRM (Contact Relationship Management) system to manage and develop relationships (desirable).
12. A positive, proactive, solution-focused approach.
13. The ability to work collaboratively and matrix manage effectively.

Additional Information

- The role may entail some evening and weekend working.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based at Great Wigborough, Essex, but requires regular travel across the county and beyond, with mileage paid for additional travel.

Disability Confident Statement

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.