



JOB DESCRIPTION

Job Title:	Corporate Partnerships Coordinator – New Business
Directorate:	Strategy and Transformation -> Comms and Fundraising
Location:	Agile working from Tower Hill, London and homeworking
Reporting to:	Corporate Partnerships Manager – New Business
Responsible for:	There is scope for line management responsibilities

PURPOSE OF THE JOB

St Mungo's is one of the UK's leading homelessness charities, providing services that aim to end homelessness and rebuild lives. As the Corporate Partnerships Coordinator – New Business, you will be responsible for securing new corporate partners across a variety of sectors and types (including strategic, charity of the year, commercial and brand) to help St Mungo's achieve the ambitions of our five-year strategic plan. You will own elements of the New Business strategy and be responsible for designing and implementing plans to secure partnerships from within our target sectors.

The Corporate Partnerships Coordinator – New Business will support the Corporate Partnerships Manager to implement tools and processes to ensure consistency and quality across the team and support account management where required. The role has scope to include line management of the Corporate Partnerships Executive – New Business, who also has responsibility for engaging prospect partners and creating team resources to improve efficiency and consistency within the new business team.

Over the past two years St Mungo's have seen growth in corporate partnerships, and we expect this to continue in the future. Reporting to the Corporate Partnerships Manager – New Business this role illustrates St Mungo's investment in the Corporate Partnerships team.

KEY RESPONSIBILITIES

Play key role in contributing to annual income targets

- Secure high-value financial donations, along with strategic pro-bono support and GIK from companies in line with ambitious corporate partnerships strategy.
- Ensure effective engagement with prospective corporate partners to secure multi-year support and maximise their giving potential.
- Create and deliver engagement plans for businesses in target sectors to ensure we maximise the fundraising potential within that sector.

To create and implement new business processes and ways of working

- Ensure there are active and consistent ways of working which embed New Business across Fundraising.
- Utilise the fundraising database, Raiser's Edge, to effectively manage and report on New Business activity.

- Liaise with other teams across St Mungo's to maximise all available New Business opportunities.

Manage a pipeline of prospects

- Provide excellent cultivation journeys for prospective corporate partners.
- Accountable for full and successful cultivation of prospects within pipeline.
- Oversee internal project management of each cultivation plan, including internal liaison with relevant teams across St Mungo's.
- Develop strong relationships with key prospects to ensure we maximise partnership opportunities
- Use a relationship led approach to build the overall Corporate Partnerships pipeline, maximising potential for strategic multi-faceted partnerships.

Oversee and develop cultivation activities and resources for prospects

- Work with St Mungo's volunteering, events, fundraising, communications and services teams to develop opportunities to engage prospects and help further St Mungo's organisational aims and objectives.
- Collaborate with St Mungo's services to ensure we can create compelling communications and cases for support which we can share with priority prospects.
- Strategically review pipeline of prospects to identify and priorities opportunities to build partnerships of maximum value to St Mungo's (value, staff engagement, volunteering & pro-bono).
- Lead on the delivery of the corporate partnership team's events programme in conjunction with the wider team.

Communication partnership opportunities

- Produce high quality, compelling and accurate proposals and cases for support for prospective partners.
- Ensure consistency and quality in funding reports across the team.
- Lead on implementing a plan to secure engagement with priority sectors, alongside the Corporate Partnerships Manager – New Business.

Management

- There is scope for line management opportunities where you would manage the Corporate.
- Partnerships Executive – New Business, ensuring they meet agreed objectives and managing their personal development.

Administration

- Become fully conversant with the functions of Raiser's Edge and maintain accurate and up-to-date records.
- Oversee the management of the corporate partnerships pipeline on Raiser's Edge
- Oversee effective administrative procedures to support our new business corporate partnerships activities.

Account management support

- Support the account management team with guidance and expertise in commercial and brand partnerships.
- Support the account management team in growing/retendering current partnerships.
- Ensure a smooth handover of prospects to partnerships alongside the Account Management team.

Compliance and general

- Ensure compliance at all times with the Fundraising Regulator and Institute of Fundraising (IOF) codes of practice.
- Adhere to St Mungo's Policies and Procedures at all times.
- Cover for other members of the team and division as necessary.
- Being proactive in reviewing and evaluating your own performance and identifying and acting upon areas for improvement and development.
- Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.

- Attend and participate in divisional and team meetings and other meetings as required.

GENERAL

- Adhere to St Mungo's Policies and Procedures at all times.
- Cover for other members of the team and division as necessary.
- Being proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.
- Attend and participate in divisional and team meetings and other meetings as required.

This job description covers the current range of duties and will be reviewed from time to time. It is St Mungo's aim to reach agreement on changes, but if agreement is not possible, St Mungo's reserves the right to change this job description.

PERSON SPECIFICATION

Corporate Partnership Coordinator

Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or supporting statement to demonstrate your capabilities, in relation to the essential requirements in the person specification below. Where relevant use your answers to illustrate how your competences have helped you achieve positive results.

ESSENTIAL REQUIREMENTS

Experience, Skills, Knowledge and Abilities:

1. Experience of securing new multi-year and high value partnerships, as well as brand and commercial partnerships.
2. Demonstrable experience of negotiating, influencing and creating partnership agreements.
3. Experience of influencing people to achieve team and organisation objectives.
4. Excellent written and verbal communication skills.
5. Good administration skills including proficiency in using word processing, database and spreadsheet packages, such as Microsoft Word, Excel and Raisers Edge.
6. Up to date knowledge of developments in corporate partnerships.

The following are required of all roles with St Mungo's. However, you do not need to address these in your application.

- Genuine interest in and commitment to St Mungo's work and client group.
- An understanding of and commitment to diversity & equality.
- Willingness and ability to work hours outside of normal office hours on occasion (time off in lieu will be granted).
- Willingness to work flexibly in response to changing organisational requirements.

In the selection testing/interview process, we will be assessing candidates against the following competencies:

COMPETENCY	PRIMARY INDICATORS
Improving and Innovating	<ul style="list-style-type: none"> • Is open to new ideas, improvement and change. • Handles situations and problems with innovation and creativity. • Shows commercial and financial awareness.
Interacting and Influencing	<ul style="list-style-type: none"> • Takes responsibility and demonstrates values-driven leadership. • Shows self-awareness. • Works well with other people. • Collaborates and networks effectively internally and externally. • Shows sound communication and influencing skills.
Understanding and Doing	<ul style="list-style-type: none"> • Able to find and analyse relevant written and numerical information and use it to make sound judgements. • Able to think strategically. • Demonstrates the necessary technical skills and aptitudes at the level that are required for the role. • Has good writing skills at the level required for the job. • Plans, organises and manages time well. • Demonstrates compliance and accountability.
Involving and Including	<ul style="list-style-type: none"> • Builds client/stakeholder involvement into all activities. • Is client and customer focused. • Aware of own level of cultural competence and proactively seeks to develop. • Actively promotes equality, diversity and inclusion among colleagues and clients.
Managing and Empowering (for managers only)	<ul style="list-style-type: none"> • Builds a high performing team. • Provides staff with clear direction and support. • Motivates, supports, enables and promotes the wellbeing of their team. • Manages the operational aspects of their function efficiently. • Implements plans, strategies and services effectively. • Actively contributes to service growth.