



## JOB DESCRIPTION

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<b>Job Title:</b>	Corporate Partnerships Executive – New Business
<b>Directorate:</b>	Fundraising
<b>Location:</b>	Thomas More Square, London
<b>Reporting to:</b>	Corporate Partnerships Manager – New Business

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### 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. Over the past two years St Mungo's have seen significant growth in corporate partnerships, and we expect this to continue in the future. Reporting to the Corporate Partnerships Manager – New Business this role will play a key role in meeting ambitious income targets over the next few years.

As the Corporate Partnerships Executive – New Business, you will support the team to secure 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 have the opportunity to help to secure partnerships from within our target sectors. The Corporate Partnerships Executive – New Business will create team resources to improve efficiency and consistency within the new business team, and support account management where required.

### KEY RESPONSIBILITIES

#### **Manage a pipeline of prospect partners**

- Develop strong relationships with a portfolio of corporate prospects, delivering excellent stewardship and engagement plans to maximise partnership opportunities.
- Support the Account Management team when necessary and appropriate.

#### **Contribute to annual income target**

- Raise funds from companies for some of St Mungo's most innovative services.
- Support the Corporate Partnerships team to develop strategic partnerships.

#### **Support with corporate partnership communications and engagement activities**

- Build relationships with our fundraising and service teams to generate ideas and drive forward opportunities to engage corporate partners.

- Develop engaging communications and branded materials for the Corporate Partnerships team, including presentations, case studies and impact reports.
- Support with the planning and delivery of St Mungo's corporate partner events and attend external partner events where necessary.
- Collaborate across the Corporate Partnerships team to ensure that all partnership and income opportunities are fully maximised by St Mungo's

#### **Other**

- Ensure accurate record keeping on supporter database Raiser's Edge and adhere to compliance requirements.
- Proactively review and evaluate own performance, identifying opportunities for improvement and career development.
- Participate in monthly supervisions and annual appraisal meetings with the Corporate Partnerships Manager – New Business.
- Identify opportunities to involve St Mungo's clients (the people we support) with the work of the Corporate Partnerships team.
- Adhere to St Mungo's commitment to diversity and inclusion across our organisation, our clients, our partnerships and our volunteers.
- Undertake, as required, any other duties compatible with the level and nature of the post and/or reasonably required by senior members of staff.

#### **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 Partnerships Executive – New Business

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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 – required for application form:**

1. Experience of managing relationships with proven abilities in liaising with a variety of different stakeholders.
2. Able to demonstrate commercial awareness and an understanding of motivations for charitable giving.
3. Excellent organisational, project and time management skills with the ability to manage a busy workload and meet agreed deadlines.

**The below Experience, Skills, Knowledge and Abilities will be assessed at different stages of the recruitment process and throughout induction and training:**

4. Excellent communication skills. Able to be clear and thorough, both verbally and in writing.
5. Capable of working both independently and collaboratively as part of a team.
6. Well-developed research skills used to inform meetings and/or written communications.
7. Good problem solving skills.
8. Excellent database management skills (preferably Raiser's Edge but not essential).
9. Excellent administrative skills and attention to detail.
10. Excellent user of IT, including Word, Outlook, Excel and PowerPoint.

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