Corporate Partnerships Officer

Equality, Diversity and Inclusivity
Action for Pulmonary Fibrosis strives to be an organisation of equity and inclusion.

Pulmonary Fibrosis does not discriminate. Our team should reflect the diverse communities we exist to support. We warmly welcome applications from all candidates irrespective of age, disability, race (including colour, nationality, ethnic or national origin), sex, pregnancy or maternity, gender reassignment, sexual orientation, religion or belief, or marital or civil partnership status.

Main purpose of the role:
Working within the Fundraising Team, the Corporate Partnerships Officer will help grow income and support from corporate organisations so APF can help more people affected by pulmonary fibrosis to live well for longer. This will include coordinating effective stewardship of corporate supporters; researching prospects; and working with the Partnerships and Philanthropy Manager and Senior Leadership Team to develop sustainable relationships to grow income and support.

You will:
- Research and identify new corporate partnership opportunities, stewarding and developing new relationships
- Build on existing funder relationships to increase repeat and high value funding and mutually beneficial partnerships
- Develop inspiring and motivating materials and sponsorship packages to engage corporate supporters
- Coordinate stewardship of corporate partnerships, working closely with the Partnerships and Philanthropy Manager and Senior Leadership Team to build sustainable relationships

Key stakeholders:
- Local and national corporate companies and pharmaceutical companies
- Patients, carers and family members affected by pulmonary fibrosis
- Staff, volunteers and freelancers at APF

Reports to: Partnerships and Philanthropy Manager

Main Duties are:
- Identify and research corporate prospects; building a pipeline of companies whose aims and priorities match those of our work, with a focus on those that have a link to pulmonary fibrosis through industry or personal connection
- Develop opportunities for corporate support including charity of the year partnerships; corporate sponsorship; volunteering opportunities (working with the Volunteering Team); engagement activities; and materials to inspire donations and other support. Work with the Community and Digital Fundraising team to provide opportunities for corporate supporters to fundraise through challenge and own-place events, and engage with other community products
- Develop long-term relationships with corporate supporters through excellent stewardship including building a programme of regular communication (email, phone or face-to-face), driving growth in sustainable funding
- Attend networking and other stewardship events to raise the profile of APF and develop relationships, including attending cheque presentations and delivering presentations to motivate corporate support
• Work with the Senior Leadership Team to cultivate high value partnerships and funding opportunities including providing support with information, stewardship materials and events
• Work with the Partnerships and Philanthropy Manager and wider APF team to identify fundable projects and other partnership opportunities, feeding these into communications and funding approaches
• Deliver the corporate fundraising business plan working with the Partnerships and Philanthropy Manager to review progress and against plans and income targets; provide analysis on income, risks and opportunities; and adapt plans accordingly
• Build on existing processes to ensure all corporate supporters are accurately recorded on APF’s CRM, and work with the Finance team to ensure all funding restrictions are adhered to. Ensure communications with funders and partnership agreements are accurately recorded and kept up to date. Report on corporate support against plans
• Stay up to date with sector trends; developing and trialing new ideas to engage corporate supporters
• Work within fundraising guidelines and in line with APF’s internal policies to ensure fundraising activity and partnerships are ethical and transparent
• Work on projects as agreed with the Philanthropy and Partnerships Manager from time to time

Person Specification

In your application for the role, please provide details of your experience against the selection criteria set out below.

Part one: knowledge and experience

• Demonstrable experience of stewarding corporate supporters or other funders to build long-term relationships, resulting in income
• Experience of making financial asks to corporate supporters or other funders
• Experience of communicating with corporate supporters or other funders through mailings, phone and face-to-face
• Experience of developing opportunities to support (e.g. building sponsorship packages or engagement activities) to inspire giving
• Experience of working with volunteers
• A thorough working knowledge of Microsoft Office, including Word, Excel and Outlook
• Experience of budget development and management and ensuring accuracy of financial information
• A good working understanding of the fundraising Code of Practice and the ethical considerations needed when working with corporate partners
• Experience of using a fundraising database (training will be provided for our CRM), accurately recording income, correspondence and funding restrictions
• Minimum 12 months experience of working within fundraising (desirable)

Part two: skills and working style

• Excellent communication skills – a people-person with the ability to write and speak to a range of different audiences; to communicate with impact; and inspire people to donate
- Confident in networking and stewarding funders face to face and making financial asks
- Excellent time management skills and confident in managing and prioritizing workload to meet competing deadlines
- Able to think creatively and develop innovative ways to engage funders
- Ability to demonstrate initiative, be proactive and offer a problem-solving approach
- Effective interpersonal skills with ability to demonstrate empathy for others
- Team player and able to be flexible
- Committed to ongoing personal and professional development; positive and willing to learn and to share learning with the team

**Terms of Appointment**

**Contract:**
Full time 37.5 hours per week (part-time considered, minimum 4 days per week)

**Salary Band:**
£24,000 - £29,000 Full-time equivalent depending on experience

**Pension:**
Automatic enrolment to workplace pension unless already an active member of a qualifying workplace pension.

**Holiday:**
25 days per holiday year, plus 8 bank holidays (pro rata), and additional discretionary days around Christmas

**Location:**
Home-based, flexible remote working with some travel (including travel for meetings, events and other networking opportunities; visiting corporate supporters; and travel for team meetings). Travel may be to London, Peterborough head office, and other locations across the UK.

**Hours:**
Normal hours are 9.00am to 5.30pm with flexibility to maintain a good work/life balance.

**Other benefits:**
The ability to flex hours, take ‘time off in lieu’ for extra hours worked, and access training, coaching and support for your personal development. Access to Employee Assistance Programme.

**Equipment:**
Work phone and laptop.

**Probationary and notice of termination periods:**
You will be subject to an initial 6-month probationary period during which notice is 1 week on both sides and then extending to two months thereafter.

**Accessibility:**
Our office is step free with accessible toilets.