

JOB DESCRIPTION



Job title	Corporate Partnerships Officer
Reports to	Snr Fundraising Manager
Location	Bristol
Department	Development
Purpose of the role	To support the delivery of the corporate fundraising strategy to achieve income targets through research, building relationships, excellent stewardship and supporting approaches to companies
Key responsibilities	<p><u>Prospect identification and cultivation</u></p> <p>Research prospective corporate funders; identify, qualify and assess suitable corporate funders</p> <p>Implement a prospect pipeline approach to track opportunities and support the team to match with project funding priorities.</p> <p>Prepare and implement donor cultivation plans to ensure a constant pool of potential funding opportunities.</p> <p><u>Partnership development and relationship management</u></p> <p>Prepare high quality applications to secure corporate partnerships</p> <p>Carry out and log appropriate due diligence on potential partners.</p> <p>Undertake activities in support of agreed partnership delivery plans for current partners</p> <p>Support own portfolio of corporate partners.</p> <p>Maintain accurate database records to enable tracking of communications, profiling of potential businesses, submission of reports to donor deadlines, etc.</p> <p>Raise invoices and record donations within the organisation's database system, as required.</p> <p>Implement stewardship strategy, including writing communications (e.g. tailored thank you letters, regular updates, ad hoc communications about the Soil Association's work and event invitations) to strengthen relationships with funders. Manage bulk mailings, such as annual review and periodic updates.</p> <p>Support the delivery of fundraising events.</p> <p>Undertake other tasks as agreed with the Snr Fundraising Managers</p>
Qualifications	Educated to HND level, or equivalent experience
Knowledge & experience	<p>Essential</p> <p>Experience of working in fundraising with supporters</p> <p>Drafting high quality documents tailored for the target audience</p> <p>Understanding of CRM databases such as Microsoft Dynamics</p> <p>Researching using internet-based resources</p> <p>Maintaining contacts database records</p>



	<p>Desirable Experience of working with companies in fundraising Experience of managing relationships Co-ordinating activities within a donor cultivation and/or communication programme Understanding of budgets and financial monitoring</p>
<p>Personal qualities and skills</p>	<p>Good interpersonal and influencing skills Excellent organisational and administration skills. Well organised, analytical and methodical with a high degree of accuracy Excellent written and verbal communication skills Numerate Strong commitment to customer relationship management Self-motivated, able to undertake work with limited direct supervision Able to prioritise and meet tight deadlines Able to work effectively as a member of a team Excellent IT skills including MS office (Word and Excel) Empathy with and understanding of the aims and objectives of the Soil Association</p>
<p>Document control</p>	<p>JDSA1291</p>
<p>Date</p>	<p>September 2021</p>