

**JOB DESCRIPTION**

**Job Title:** Corporate Relationship Manager

**Location:** Wilkinson Street, Sheffield

**Accountable to:** The Board of Trustees

**Reporting to:** Director of Fundraising

**Accountable for:** Corporate relationships, associated volunteers

**Job Summary:** To develop and maintain corporate philanthropic income. The role will manage a set portfolio of warm relationships gained through 25 years of successful service delivery, as well as having a strong emphasis on acquiring and developing new relationships. Cavendish Cancer Care is in an exciting growth phase, as such the role offers a great opportunity to innovate, lead and shape our corporate fundraising.

**Key Responsibilities**

The principal areas of responsibilities include:

1. Manage existing corporate relationships with a view to maintain or increase philanthropic income.
2. Proactively identify and cultivate a corporate prospect pipeline, identifying new prospects that result in new philanthropic income.
3. Work closely with the Senior Relationship Manager to establish a coordinated approach to fundraising, as well as establish inflow and outflow of relevant prospects to one another’s portfolios.
4. Ensure corporate donors receive exceptional stewardship with timely thanking and donor recognition.
5. Develop an effective up-to-date corporate proposition used to secure corporate support.
6. Account manage secured corporate relationships, ensuring they reach their fundraising potential through support and leadership at the organisation.
7. From time to time, manage and organise small bespoke cultivation events, such as a senior dinner or tour of the charity, where appropriate to progressing philanthropic relationships.
8. Manage occasional volunteers for corporate events.
9. Network extensively across the Sheffield City Region business sector or beyond to maintain a reputable brand presence.
10. Represent the charity at key external & internal meetings/conferences/receptions etc. as required.
11. Feed into occasional articles/blogs/press that are part of the charity’s communication strategy.
12. Contribute to overall strategy development strategy to achieve organisational goals.
13. Achieve KPIs and targets as agreed with the Director of Fundraising.
14. Manage own budget, management reporting and impact measurement.
15. Work with other areas of the team, such as Trust & Foundations, to aid in the solicitation of ‘cross over’ major gifts.
16. Update the database of all interactions in a GDPR compliant manner.
17. Any other responsibilities commensurate with the grade.

**Key Deliverables**

(2018-2019)

* + Significantly grow corporate income from its current base of £70,000
	+ Creation of a clear, reasoned and well researched prospect pipeline using our subscription resources (such as duedil.com) and our personal networks
	+ Robust 12 month prospect plans in place for top corporate prospects
	+ Secure regular meetings and pitches throughout the year
	+ Ensure corporate proposition is reviewed, up-to-date and effective
	+ Ensure all interactions are updated on the database in line with the prospect management system requirements

**Key Measures**

* + Prospect pool identified and prioritized
	+ Regular meetings set up
	+ Sufficient pitches secured
	+ Established visibility/networking in the business sector
	+ Increase in new corporate income

***The post holder may also be required to carry out other duties reasonably expected by Cavendish Cancer Care.***

***This job description may be amended from time to time to reflect organisational***

***and role developments and needs***

**CONTRACT TERMS**

**Contract Status:** Permanent, Full time

**Working hours:** Normal working hours are Mon- Fri 9.00- 5.30, however, evening and weekend working is required as needed.

**Salary:** £25,000 - £28,000

**Pension:** Cavendish Cancer Care Group Personal Pension Plan, Royal London

 Employer Contribution 3%, Employee Contribution, variable up to 8%

**Annual Leave:** 25 days + Bank Holidays

**PERSONAL SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| 1. Significant experience of either charity/not-for-profit or sales and business development
 | X |  |
| 1. Established corporate fundraising experience
 | X |  |
| 1. Experience of regular self reporting
 |  | X |
| 1. Experience of relationship building to achieve organisational goals
 | X |  |
| 1. Experience of meeting and exceeding financial targets and/or KPIs
 | X |  |
| 1. Experience of managing a portfolio of clients & securing/scheduling regular meetings
 | X |  |
| **Knowledge** | **Essential** | **Desirable** |
| 1. Knowledge of fundraising
 | X |  |
| 1. Knowledge of cancer care
 |  | X |
| 1. Knowledge of Sheffield City Region
 |  | X |
| **Skills** | **Essential** | **Desirable** |
| 1. Able to communicate complex ideas clearly both in written word and orally through presentations
 | X |  |
| 1. Proficient with Word, Excel and PowerPoint
 | X |  |
| 1. Proficient at relationship management (CRM) databases
 |  | X |
| **Personal Attributes** | **Essential** | **Desirable** |
| 1. Must enjoy working to and achieving targets
 | X |  |
| 1. Tenacious and innovative attitude to fundraising/pursing priority relationships
 | X |  |
| 1. Able to work independently and as part of the team
 | X |  |
| 1. Exceptionally well organised and able to manage multiple priorities effectively
 | X |  |
| 1. Able to motivate and inspire those around them
 | X |  |
| 1. A ‘if it’s not recorded it didn’t happen’ attitude to keeping database activity updates
 | X |  |
| 1. Access to transport and willingness to travel regularly throughout the region
 | X |  |