

Job description

Job title:	Corporate Partnerships Officer
Location:	Home based / Hybrid (2 days per week in the office)
Department:	Development
Team:	High Value Engagement
Reporting to:	Partnerships and Ambassador Manager
Background:	The High Value Engagement team is part of a successful Development team which looks after major donors, ambassadors, special events and charity corporate partnerships

Salary: £26,000 - £28,000

Main purpose of role

The Corporate Partnerships Officer will help manage and support on implementing MDUK's growing corporate partnerships strategy, playing an instrumental role in prospecting and supporting the delivery of charity partnerships that raise funds for MDUK. A confident individual that understands how to identify, develop, manage and retain corporate partnerships at a regional and national level.

This position is responsible for supporting the Partnerships and Ambassador Engagement Manager in delivering on ambitious income target in relation to employee fundraising, cause-related marketing, and strategic staff-based volunteering.

Multifaceted, the focus, with support from the Partnerships and Ambassador Engagement Manager, will be to contribute to income growth from corporate sources and activity based in new business development alongside account management responsibilities. There will be a requirement for the post holder to innovate and develop new ways of working in-line with the fast-paced operational requirements of the charity.

Main tasks and responsibilities

- To support the Partnerships and Ambassador Engagement Manager and other members of the Development Directorate to identify, research and develop new corporate partners for MDUK on a regional and national level.

- To carry out prospect research to identify the best approach for each business depending on their criteria for charitable support and help to produce pitch documents to support the team at external meetings.
- Update and contribute to the Corporate Partnerships pipeline to ensure leads are followed and accurate records are maintained.
- Work in close collaboration with the Challenge Events and Community Fundraising team to follow leads and prospects.
- Play a key role in supporting the Partnerships and Ambassador Engagement Manager to plan and secure meetings with relevant new businesses.
- Support the Partnerships and Ambassador Engagement Manager to successfully steward and provide efficient relationship management to ensure longevity of corporate partners.
- To perform such other tasks as the line manager may require

Other responsibilities

- To ensure that all actions comply with the spirit of the Data Protection Act.
- To represent the charity externally if required and to undertake other such tasks as required by the line manager.

Values and behaviours

1. A positive attitude and approach that reflect the [charity's values](#).
2. To see opportunities to contribute to the development of the charity.
3. A commitment to and an understanding of disability issues, equality, diversity and inclusion.
4. To always demonstrate role model behaviour.

Experience	
Some experience of working within the charity sector and ideally within corporate fundraising	Essential
Experience of project management from concept to completion	Desirable
Experience of recognising and acting on opportunities to develop new approaches developing objectives and driving change	Desirable
Experience of using databases and producing reports	Desirable
Experience of working across an organisation	Desirable
Skills	
Confidence in presenting and selling projects and promotional ideas over the telephone, email and face-to-face.	Essential
Strong written skills for sales proposals, applications and donation asks to external parties.	Essential
Strong presentation skills for pitches to a range of audiences.	Essential
Able to work under own initiative from a home base, but also able to positively contribute to both regional fundraising teams and the central office.	Essential
Ability to research new business and convert to fundraising results.	Essential
Well developed ability to work with/ other teams to maximise results for the organisation.	Desirable
Strong administration skills to ensure records are kept up to date	Essential
Computer literate. Familiar with Windows applications and software packages, and internet search tools.	Essential
Personal qualities	
Committed, self-motivated and hard working	Essential
The ability to think creatively and challenge the status quo	Essential
Driven, tenacious and desire to succeed against measurable targets.	Essential
Enthusiastic, energetic, highly motivated and a positive attitude.	Essential
Creative and a good lateral thinker.	Essential
Tact, diplomacy and an ability to maintain confidentiality.	Essential
Planning - The ability to develop and implement clear and robust plans for self and others to follow.	Essential
Organisational skills - The ability to manage time and tasks effectively.	Essential
Teamwork - The ability to accept responsibility for own area of work, identifying critical elements and working in a pro-active/solution focused way to achieve.	Essential
Ownership and accountability - The ability to accept responsibility for own area of work and working in a pro-active/solution focused way to achieve.	Essential
Communication - The ability to represent Muscular Dystrophy UK effectively and professionally. Produce clear and effective communications appropriate to the audience, utilising the most appropriate channel and in keeping with brand guidelines.	Essential
Self Development - The ability to constantly challenge and improve self and others demonstrating ambition for self and charity to achieve goals.	Essential
Ability to work cross-functionally.	Essential
An understanding or willingness to learn about the impact of disability and committed to inclusive working, ensuring equality and valuing diversity as well as having a desire to understand the impact of disability	Essential

Details	
Hours – 35 per week	
Travel will be required	