

JOB DESCRIPTION:

Partnerships Officer

Reports to: Senior Partnerships Officer

Salary: Grade 3

Main Purpose of Post

The Partnerships Officer is responsible for the implementation and maintenance of a rolling programme of prospect identification, research and nurturing of relationships, specifically for corporate fundraising. The post holder will assist in maximising support from this fundraising stream, which has seen growth at Women's Aid over the past 12 months, maximising income through excellent partnership stewardship and a great supporter experience. This will include drafting and submitting applications, developing fundraising relationships and meeting partner requirements. The post holder will also be required to support with and attending fundraising events with the purpose of networking and relationship building.

The post holder will develop and maintain both internal and external contacts and will need to develop a thorough understanding of Women's Aid's work, business plans and strategic priorities.

Duties and Key Responsibilities

Fundraising

- To support with the development and implementation of the corporate fundraising strategy
- To support with maintaining a portfolio of potential corporate supporters through regular research, and maintain records for reporting and re-application, and a rolling calendar of charity of the year application deadlines
- To be responsible for maintaining the corporate team's prospect pipeline, ensuring information is accurate and up to date and risks to the pipeline are flagged
- To manage smaller corporate partnerships and provide excellent stewardship, using innovative ways to keep all parties engaged and informed of progress at Women's Aid
- Support corporate partners in their fundraising endeavours as well as signposting to existing opportunities within the wider fundraising team (e.g. running events) and assisting with the development of fundraising resources for corporate fundraisers
- Use research findings to support the fundraising team in a range of formats, from detailed briefings to short biographies

- To help with identifying any risks that might be associated with potential corporate partners
- Support the corporate team with compiling large fundraising proposals and applications for prospective and existing partners, and where appropriate present proposals
- Where appropriate, represent Women's Aid at public speaking and networking events
- Supporting with the development and execution of corporate cultivation events – including, but not limited to, breakfasts, conferences, gala dinners

Information Management, Monitoring and Evaluation

- Take responsibility for ensuring that full records of contacts are maintained on the organisational database (Charity CRM), and relevant reports are produced, in line with GDPR best practice
- Establish appropriate means of monitoring and evaluating activity, and ensure that
- Corporate supporters receive regular and high-quality reports as required
- Work proactively across the organisation through business partnering to keep abreast of new developments within Women's Aid and new funding opportunities.
- Supporting teams in creating robust business cases
- Provide time management to assist with cross department projects
- Keep abreast of new developments and funding opportunities.

Financial

- Ensure that donations are quickly and correctly processed and acknowledged and that reports are available in the appropriate format.
- Where appropriate, liaise with the finance team to ensure all budget information is accurate.

Contact and Liaison

- Develop and manage supporter relationships, sharing information and leads as appropriate.
- To employ a variety of communications to steward prospects and supporters
- Work closely with other members of the Women's Aid Fundraising team and support with key donor accounts which span multiple fundraising disciplines, ensuring that approaches to prospects are co-ordinated effectively for the long-term benefit of Women's Aid.
- Liaise where appropriate with external agencies and suppliers.

Quality Control

- Ensure that all communications with corporate partners meet their criteria and standard and that they are reflective of Women’s Aid’s mission and values and conform to Women’s Aid’s branding standards, whilst also offering ‘surprise and delight’ communications to engage and inspire further support.
- Ensure the highest level of standards of data capture, in accordance with GDPR regulations, are maintained on Charity CRM, ensuring complete, accurate and up-to-date information on all donors and prospects. This includes but is not limited to information on giving history, relationships, contacts, proposals submitted etc.

General

- To travel to meetings and events throughout the UK, which may require overnight stays.
- To be responsible for maintaining the quality and consistency of Women’s Aid’s message within the scope of fundraising and for ensuring that all activity is undertaken in such a way as will not compromise the good name of Women’s Aid or its legal or financial liability.
- To attend and contribute to team and departmental meetings.
- To attend and contribute to the supervision and appraisal process.
- To uphold and promote Women’s Aid’s policies ensuring that their intention and spirit is followed.
- To carry out other duties as required from time to time.

Other

- Based in Bristol, London or remotely, this job may involve occasional travel throughout England.
- Occasional unsociable hours are also required e.g. attending events, evening or weekend meetings/conferences or travel to other Women’s Aid offices.
- This job description is not an exhaustive list of responsibilities and is subject to change.
- This job description is not contractual.

Person Specification		
Criteria	Essential	Desirable
Qualifications		
Knowledge		<ul style="list-style-type: none"> • Experience of working within agreed budgetary constraints, ensuring that expenditure is maintained within budgets, and income is closely monitored.

		<ul style="list-style-type: none"> • Knowledge of the Women’s and Domestic Abuse sector. • Experience of using a Fundraising database, such as Charity CRM (ThankQ).
Experience	<ul style="list-style-type: none"> • Proven track record of effective prospect research building a varied fundraising portfolio. • Experience of fundraising from corporates. • Experience of researching and developing targeted proposals for presentation to prospective supporters. • Experience of developing and maintaining long term relationships with corporate or community supporters. • Experience of attending meetings with corporates and pitching, or supporting with a Fundraising initiative pitch, with proven track record of success, or other presentation experience 	
Skills	<ul style="list-style-type: none"> • Excellent written skills including writing persuasive copy for funding proposals. • Ability to monitor and evaluate patterns of support ensuring that full records are maintained on the database. • Good interpersonal skills, ability to liaise with people at all levels, on the telephone, face to face and in writing, together with the ability to make presentations on fundraising ideas and the work of Women’s Aid to diverse audiences. 	

	<ul style="list-style-type: none"> • Demonstrable initiative and determination. • Proven ability to work alone as well as part of a team. • Proven ability to prioritise work. • Agile approach to work • Good attention to detail and accurate record keeping. • Good networking and relationship building ability. • Able to demonstrate a commitment and sensitivity to the aims and objectives of Women's Aid. 	
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Behavioural Competencies

Accountability	<ul style="list-style-type: none"> • Cooperates in collective decision-making and takes responsibility for own actions, decisions, and deliverables. • Takes ownership for mistakes and refocuses efforts when necessary. • Holds self and others accountable for reaching short and long-term goals. • Self-imposes high standards of excellence, rather than having standards imposed. • Adhere to the principle of collective leadership responsibility across the organisation and within teams. • Actively safeguards the reputation of the organisation (internally & externally) and immediately address any risks with ELT.
Collaboration & Teamwork	<ul style="list-style-type: none"> • Relates well to people at all levels and all audiences. • Aligns personal work and performance with the broader team to achieve mutual outcomes. • Fosters teamwork: works to build relationships within teams and bridge the gaps between departments. • Supports and cares for others, and addresses issues disrupting team/s and organisational functioning and harmony. • Be adaptable, open to new ideas and change, whether in the workplace, or specifically on a project or with key stakeholders' expectations, that moves the team forward

Communication	<ul style="list-style-type: none"> • Proactively communicates; informs others of what they need to know and capably articulates thoughts and ideas clearly and concisely via verbal and written communication. • Actively listens, consults others, and takes feedback on board. • Communicates using appropriate tone and language. • Has the ability to persuade, negotiate, and build support for own initiatives.
Innovation & Entrepreneurial Spirit	<ul style="list-style-type: none"> • Seeks organisational improvement; promotes efficiencies in every area of their work. • Identifies problems and implements solutions /ideas, including trying new and different creative approaches to complete tasks. • Demonstrates commercial understanding, including awareness of sector trends/changes, and uses financial information to guide decisions. • Identifies business opportunities for the organisation, which may include opportunities for income generation, cost-savings, or added value. • Encourages creativity and learning through activities such as brainstorming and actively listen to empower colleagues to think creatively or consider new perspectives.
Resilience	<ul style="list-style-type: none"> • Deals with ambiguity, maintains effectiveness and modifies behaviour accordingly when experiencing major changes in work tasks or environment. • Supports change initiatives and focuses on the beneficial aspects of change e.g. opportunities for learning or growth. • Manages disagreements with tact and diplomacy. • High level of emotional intelligence; understands how their behaviour can affect the wider team and demonstrates a proactive approach to managing and moderating their emotions in the workplace.

Benefits

- **Generous Annual Leave:** 25 standard days (rising by 1 day per year of service, up to a maximum of 5 additional days) + 2 company holidays + the usual 8 bank holidays, totalling 35 days per year.
- **Valuable Pension Benefits:** Join Women's Aid pension scheme with a 7% employer contribution.
- **Flexible Working:** Remote working, family-friendly policies and paid leave for maternity, paternity, and adoption.
- **Wellness and Support:** Cycle to Work Scheme, free optician check-ups, annual flu vaccines, and 24-hour counselling helpline.

- **Mental Health and Wellbeing:** Including a cycle to work scheme, free optician check-ups, annual flu vaccines, access to a 24-hour employee assistance counselling and advice helpline, subscription to Headspace's app for meditation and mindfulness, and 'Reflective Practice' sessions.