



Corporate Partnerships Manager

Job description

Job Title: Corporate Partnerships Manager

Salary: £37,000, subject to qualifications and experience.

Benefits include:

- Generous annual leave allowance
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

Reports to: Director of Innovation and Growth/Deputy CEO

Location: Oxford
Some working from home is possible.
Travel throughout Oxfordshire and further afield may be required.

Hours of work: Permanent, open to full-time, part-time or job share

Closing date for applications: 30th April 2024

Interviews to be held: Interviews to be held in the week beginning 6th May 2024

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.

Job purpose

At Oxfordshire Youth, we are committing to doing corporate partnerships differently.

Humanity, compassion, fun, and professionalism are at the core of how we build relationships that will power our vision to create an equitable Oxfordshire for all young people.

We are on a mission to secure relationships with values-driven businesses who are invested in lasting social change with a genuine appetite to tackle inequality of opportunity and help us remove the structural barriers which prevent young people from achieving their potential.

Your standards for building and maintaining relationships and executing on our commitments are high, your aptitude for strategic planning will play an integral part of our fundraising campaigns, leading on well thought through proposals to partners which successfully secure financial and skills investment for our core costs and life-changing youth work programmes.

You will be joining our Fundraising and Communications team who celebrates authenticity, respects individuality, takes pride in excellent work and who appreciates fun and collaboration. The team is proud to support each other, and ourselves, to prioritise health, happiness and a great work-home life balance.

We want to hear from a diverse range of applicants. Even if you do not already have experience in all the areas outlined, please consider making an application. We are open to different working patterns and hours, offering a supportive and flexible working environment.

Key responsibilities

Relationship management and engagement

- Develop annual stewardship strategies for each partner maximising outcomes for Oxfordshire Youth and its partners.
- Ensure excellent relationship and account management for corporate partners, maximising income, overall value and partner satisfaction.
- Ensure that our committed partners are engaged with, and inspired by, our work through our supporter communications, attending events, and receiving regular updates about the difference their support is making.
- Project manage the successful delivery of partnership activity and KPI's working with key internal stakeholders.
- Develop messaging and powerful stories to communicate the partnership and its impact across the business, proactively spotting opportunities to tap into their internal communication channels and ensure our visibility remains high across the partnership
- Measure retention and growth in income in managed accounts.
- Assess risk accurately and report this back to the line manager
- Confidently present to a range of stakeholder and in a variety of different settings

Finance and reporting

- Update on progress against targets on at least a monthly basis to the partners on your portfolio, and to Oxfordshire Youth leadership, producing clear reports and reflections against KPI's
- Ensure all fundraising agreements are in place and up to date and all relevant details are recorded on the appropriate CRM database (Beacon)
- Be a proactive and collaborative member of Oxfordshire Youth's Fundraising and Communications department, working in partnership with finance and service delivery colleagues in other areas to maximise the total fundraising and awareness potential through this partnership.

Line-Management

- You will provide line-management support to our Events Fundraiser who leads on our community fundraising initiatives
- Support, and line manage our Events Fundraiser to deliver on partnership and events goals
- Providing empowering weekly catch-ups and monthly one to ones

Communications

- Be the main point of contact at Oxfordshire Youth for everything related to the corporate relationships you manage, updating the team at Oxfordshire Youth about partnership activity and progress
- Working collaboratively with other members of the Marketing, Communications and Fundraising team to create purposeful and impactful copy for our website, supporter E-Bulletin, and marketing materials

Our Culture

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth's vision, mission and values
- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

This job description is subject to amendment following discussion with the post holder. Specific tasks and duties will be shared at the interview and during the induction process.

What we are looking for

A compassionate individual who is passionate about social justice and excited to bring their talent and expertise to help us to build an equitable future for all Oxfordshire young people.

You will possess:

- A proven track record of excellent partnership/relationship management and ideally have experience of delivering a variety of fundraising partnerships including commercial brand licensing.
- Excellent communication skills and will be comfortable negotiating bespoke deals and benefits packages and will lead renewal plans to secure and grow the support of current partners.
- In-depth knowledge of income pipelines and an ability to underpin all financial plans with robust pipeline data
- Recording with precision key information at each stage of prospecting, cultivation and stewardship.
- Reporting with accuracy and precision to internal and external stakeholders.
- Strong emotional intelligence and natural storyteller who can hold a room with confidence to motivate and inspire supporters.
- Curious and data driven to provide insight and analysis to identify and nurture opportunities
- IT skills including Excel, Word, PowerPoint, Google Suite and CRM systems (We use Beacon CRM for our Fundraising).
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to occasionally work irregular hours.
- An unwavering commitment to Oxfordshire Youth's vision, mission and values.
- A commitment to treating people equally, being aware of unconscious bias and working proactively and openly to challenge it within your own and within others practice.
- A positive, enthusiastic and can-do approach that demonstrates the attributes of a growth mindset.
- Accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills.

Other desirable skills

- Awareness and understanding of new and emerging income generation vehicles and approaches (e.g. social impact bonds, philanthropic investment) and an ability to assess their suitability for your organisation.
- Marketing skills including the use of CanvaPro, Mailchimp, and other platforms that can support fundraising communication.
- Understanding of Charity Law and all other legislation related to fundraising and income generation.
- Previous experience working in the not-for-profit sector