

CORPORATE PARTNERSHIPS OFFICER

Reporting to:	Head of Corporate Partnerships
Line Management:	None
Location:	Remote working with some expectation of work from the office based in Borough, London
Working Pattern:	Full time, 35 hours per week
Right to work in the UK:	Essential
Salary Level:	£25,000 per annum

Overview of Role

To work closely with the Head of Corporate Partnerships and Corporate Partnerships Manager to coordinate activities with corporate partners. To assist the team responsible for delivering a 6-figure income annually by supporting and growing Corporate Partnerships within Women for Women International.

POSITION OBJECTIVES

This role contributes to the delivery of key objectives of the Corporate Partnerships team:

- Maintain and develop existing corporate partners including Estrid, Charlotte Tilbury and Jimmy Choo
- Leverage corporate partners audiences and staff to build the WfWI community
- Grow new business by diversifying our corporate portfolio into new sectors

JOB DESCRIPTION

NO.	RESPONSIBILITIES	①
1	CORPORATE FUNDRAISING <ul style="list-style-type: none"> • Support the Head of Corporate Partnerships & Corporate Partnerships Manager to implement the strategy for raising income from companies and brands 	25%
3	Account Management <ul style="list-style-type: none"> • Proactively account manage a portfolio of smaller corporate partners and monitor appropriately to meet income targets and objectives 	25%

	<ul style="list-style-type: none"> • Provide timely and appropriate support to partners, including fielding questions, delivering assets requested for marketing, drafting communications for both WfWI and partner channels, content creation, compiling plans for key campaigns etc, in accordance with WfWI policies and our commitments to our partners. 	
3	New Business <ul style="list-style-type: none"> • Work with the Head of Corporate Partnerships & Corporate Partnerships Manager to identify, research, approach and deliver new potential corporate partners, specifically managing our new business pipelines. • Identify and support the Individual Giving / Community Fundraising Officer to approach and deliver new activities to drive the acquisition of new Corporate Sponsors. 	20%
4	Administrative Support <ul style="list-style-type: none"> • Ensure all necessary contracts and administration of corporate partnerships are maintained, including administration of gifts, relationship agreements, conducting and updating due diligence research etc. • Ensure our database is updated and used regularly to manage and review partnerships • General administrative support including note taking, thanking, management of pipelines, invoice requests 	30%



PERSON SPECIFICATION

KNOWLEDGE AND SKILLS
Excellent communication skills, including oral and public speaking to enthuse and motivate fundraisers
Exceptional organisational skills. The ability to prioritise with impressive attention to detail and maintain accuracy under pressure
Proven ability to provide excellent customer service and donor care
Excellent written communication skills, including the ability to compose, edit, and proof correspondence and documents required
Understanding of charity / corporate partnerships and the benefits of these to both parties
Solid computer skills, including experience working with Excel, PowerPoint, Word and databases. Ambition to learn and develop advanced Excel skills
Knowledge of or interest in international development policies and/or programmes, women's rights and/or women's experience in countries affected by conflict
PERSONAL QUALITIES
Creative and entrepreneurial, identifies and maximises opportunities
Self-starter with ability to work both independently and collaboratively with team members from different backgrounds and cultures
Personal, professional and able to comfortably communicate with a variety of stakeholders
Excellent at building and nurturing relationships, strong customer care ethos, understanding, empathetic
Calm under pressure, excellent multi-tasker and project manager, used to working within tight deadlines and within small budgets
Analytical mind, constantly seeking to improve results and achieve goals
Flexible and willing to learn with an interest in our corporate partners industries
A passion for global issues, women's empowerment and human rights
Strong team player, who can effortlessly work across a multi-disciplinary team

Diversity at Women for Women International is about inclusion, embracing differences, creating possibilities and growing together for better performance. We embrace diversity in our workforce. This means giving full and fair consideration to all applicants and continuing development of all employees regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation,



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marriage and civil partnership, political opinions, and pregnancy and maternity. Applications are welcomed and encouraged from all interested parties