

Corporate Partnerships Officer

Reports to: Director of Commercial Services

Salary: £26,780

Hours: Full time, 35 hours per week

Duration: Permanent

Role summary

This role will be responsible for managing key relationships with existing and potential corporate members, across various financial services. You will liaise with senior professionals keen to engage with CFG and our charity members, with firms including Natwest, Bates Wells, and Goldman Sachs. You will ensure that members receive exceptional customer service, maximise income generation from a variety of activities, and support the creation of a viable pipeline for new income streams.

Who are we looking for?

You will:

- be a natural relationship builder with strong communication skills;
- be innovative, ambitious, questioning and solutions focussed;
- feel comfortable meeting with senior professionals across various sectors;
- be a team player working collaboratively with wider colleagues on cross-organisational projects;
- be open, approachable and a firm believer in continuous development.

Specific Responsibilities

We want you to:

Innovation & New Business

- Regularly research and pitch new business opportunities in line with strategic goals, including new partners to approach and new products and services.
- Work with the marketing team to produce attractive and effective publicity materials in line with CFG brand and house style.

Account Management

- Organise and play an active role in regular meetings with corporate members to ensure they get exceptional value for their membership
- Be the gatekeeper for interactions with corporate members, sharing feedback with the wider organisation where relevant.
- Liaise with the wider team including marketing, policy and events; to ensure agreed activities run smoothly and meet objectives.

Securing support

- Promote the sale of exhibition stands, sponsorship packages, advertising, Annual Fundraising Dinner and other projects to the corporate sector and other partners.
- Use your knowledge from regular catch ups with corporate members to identify opportunities to secure gifts in kind including venue hosts, speakers, and editorial contributors.
- Provide regular reports and share updates on sponsorship approaches with Director of BD & E.

Additional responsibilities

- Represent CFG values at all times.
- Support the development of cross-departmental communication and working
- Assist with and attend CFG events taking advantage of networking opportunities.
- Provide administrative support to the events and wider team.
- At all times, work pro-actively to promote CFG's equal opportunities policies, both in respect of service delivery and employment issues; and to ensure the health, safety and welfare of the post holder, colleagues, members and visitors.

	Essential
Qualifications	<ul style="list-style-type: none">▪ Good standard of education with English and Maths GCSE or equivalent
Experience	<ul style="list-style-type: none">▪ Experience of sales or account management from the not for profit or commercial sector.
Skills/ Abilities	<ul style="list-style-type: none">▪ Ability to work on own initiative▪ Proactive with excellent planning and organisational skills▪ Articulate, with excellent written and verbal skills▪ Problem solver and diplomatic▪ Ability to communicate at all levels
Knowledge/ Understanding	<ul style="list-style-type: none">▪ Knowledge of best practice in prospect research and cultivation
Disposition	<ul style="list-style-type: none">▪ Level headed and calm▪ Approachable, loyal and hardworking▪ Flexible and proactive
Other	<ul style="list-style-type: none">▪ Ability to undertake travel within the UK▪ Willing to work outside core hours on an occasional basis