

Partnerships Officer

Department:	Commercial Business
Reports to:	Director of Commercial Business
Salary:	£29,070
Hours:	35 hours per week, Monday to Friday
Duration:	Permanent
Location:	Home-working/hybrid

About CFG

CFG is a charity that supports all charities to make the biggest difference possible. We do this by supporting them to make the most of their money and resources, by putting financial leadership at the heart of their decisions.

We strive to up skill the sector, and working to create a more supportive environment for charities to operate in. If you want to know more about how we do this, visit our website at www.cfg.org.uk.

Our values

We believe the most productive, successful and enjoyable organisations to work for are the ones that champion collaboration, innovation and creativity. We want nothing more than for each individual to get inspired by what we do and generate ideas and more effective ways of working. We want each person to grow during their time with us and help move us closer to achieving our goals.

Who are we looking for?

An innovative and personable individual with the ability to build strong relationships with a broad range of professionals. We are looking for someone that has excellent interpersonal skills and is extremely well organised to manage a high workload. In addition, strong business acumen and negotiating skills will be required to succeed in this role. The ideal candidate will be a customer focussed professional with a proven ability to manage relationships, deliver results and seek out opportunities.

The essentials – You will:

- Be an excellent communicator experienced in liaising with a variety of stakeholders of varying seniority levels;
- Enjoy managing a project from end to end
- Be pro-active, self-motivate and prioritise a full workload managing risks and flagging opportunities as they arise;
- Be solutions focussed and seek out ways to improve and document processes in the team;
- Be a team player and work seamlessly with the wider team;

- Be open, approachable and a firm believer in continuous development.

Demonstrate CFG values by;

- Bringing your whole self to work when working with colleagues and external partners, being open and honest;
- Being open minded and happy to embrace change;
- Motivating others and demonstrating enthusiasm about the impact we can have;
- Working hard to exceed expectations and ask for help when needed;
- Collaborating with colleagues and actively sharing knowledge;
- Giving feedback constructively;
- Being resilient and readily willing to adapt to an ever changing environment.

Key responsibilities

This job description outlines the key accountabilities of, and output required from the post holder. It is not a definitive list and the role may change and evolve over time.

Relationship Management:

- To lead on the management of relationships with a portfolio of corporate partners, building excellent relationships with key targets.
- Support the Director of Commercial Business in developing and maintaining relationships with key charity targets and other partnerships.
- Secure high value packages of support with partners across CFG activities, including gifts in kind where appropriate.
- Attend and record data on regular meetings with partners, liaising with colleagues to share knowledge and ensure consistency.
- Ensure the CRM database is kept up to date with relevant meetings, negotiations and next steps.
- Day to day tasks will include liaising with partners, negotiating agreements and managing approvals of marketing materials and communications to deadline. Work to ensure maximum activation of each relationship.

Securing support:

- Manage the sale of CFG exhibition, sponsorship packages, advertising, Annual Fundraising Dinner and other projects to the corporate sector and other partners.
- Identify opportunities to secure gifts in kind and volunteers including venue hosts, speakers, and writers/contributors.
- Liaise with marketing team to manage the production of effective publicity materials in line with CFG brand and house style. Secure meetings and prepare accurate research for briefing notes on prospects

- Ensure opportunities are effectively communicated working with the Marketing team, Events team and Partnerships team and Partnerships Officer.
- Provide regular reports and share updates on business development approaches with Director of Commercial Business. Assist with and attend CFG events taking advantage of networking opportunities.

Innovation:

- Support the Director of Commercial Business in maintaining a pipeline of new products and services engaging other departmental CFG teams.
- Seek out and explore new opportunities with partners whether purely financial or otherwise supporting the aims of CFG
- Consistently refresh sector knowledge to remain alert to issues, including charity and corporate members.
- Maintain up to date records on competitor activities including corporate partners to spot gaps and opportunities

Leadership and Behaviours:

- Support the Director of Commercial Business feeding ideas into the development of membership and corporate strategies.
- Remain a positive role model of CFG values and behaviours with internal and external colleagues.
- Manage corporate partnership of budgets and forecasting by keeping records up to date, and providing data to Director of Commercial Business for reporting.
- 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.
- Other such duties as shall reasonably be required as part of a collaborative staff team.

General:

- Provide excellent customer service, managing incoming enquiries from partners.
- Input into regular communications programme to partners including e-newsletter and develop targeted communications to non-members charity and corporate.
- Regularly attend CFG events engaging with identified targets and providing support where required
- Manage and respond to enquiries in the corporate@cfg.org.uk mailbox

Person Specification

	Essential	Desirable
Qualifications	Good standard of education with English and Maths GCSE or equivalent	
Experience	Experience of sales or account management ideally from within the not for profit or corporate sectors (and preferably both). Experience of negotiating/commercial acumen Experience of using a database	
Skills/ Abilities	Ability to effectively present, negotiate and build relationships Exceptional attention to detail Articulate, with excellent written and verbal skills and diplomacy Calm and confident with an ability to negotiate benefits and resolve issues Proactive with excellent planning and organisational skills; good at prioritising, managing reactive work, balancing multiple requirements and adapting to unexpected situations Ability to work collaboratively across a small staff team Creative thinking Ability to work on own initiative Well developed IT skills Good administration skills	
Knowledge/ Understanding	Knowledge of best practice in prospect research, cultivation, solicitation and stewardship	An understanding of the membership, charity or voluntary sector and its operating and regulatory environment
Disposition	Approachable, loyal and hardworking Excellent interpersonal skills – sociable and confident Ability to communicate at all levels	
Other	Ability to undertake travel within the UK Willing to work outside core hours on an occasional basis	Ability to undertake occasional overnight stays with the UK

