

## **JOB DESCRIPTION**

**Title of post: Corporate Partnerships Manager**

**Responsible to: Fundraising Manager**

**Location: Leeds**

**Salary: £28,000 per annum**

## **BACKGROUND INFORMATION**

Established in 1988, the Children's Heart Surgery Fund (CHSF) is a charity providing support for children and adults born with congenital heart disease, and their families.

CHSF provides valuable equipment, resources and research, as well as providing a support service for both the children and their families along the way.

### **Our History**

The Children's Heart Surgery Fund was created in 1988 by Duncan Walker, then a heart surgeon at the old Killingbeck Hospital in Leeds. Thanks to his fundraising efforts, in 1990 Duncan was given the accolade of Yorkshireman of the Year. Since 1988, CHSF has awarded around £3 million in grants to the Leeds Congenital Heart Unit, its patients and their families.

There are many vital grants – both large and small – within CHSF's work, and one of the most important was the award of almost £250,000 between 1999 and 2002 donated to Leeds University's Department of Mechanical Engineering. The initial grant was grown into much greater funding and helped establish a project that led to creation of a York-based company called Tissue Regenix. This organisation are now leaders in the development of medical devices, including replacement heart valves.

Over recent years, CHSF have invested significant funding into family accommodation at the Leeds General Infirmary. This has included £410,000 being awarded to the Sick Children's Trust to first build and now maintain parental accommodation at Eckersley House.

- CHSF campaigned against NHS proposals to end children's heart surgery in Yorkshire – a move that would have meant the region's young patients being relocated to Newcastle, Birmingham or Liverpool for surgery. After an extraordinary award winning campaign that united the people of the region – including a 600,000-signature petition that was delivered to the Prime Minister – the NHS proposals were rejected by the Health Secretary in 2013.

- CHSF have made countless grants that have paid for ground-breaking new equipment; resources for the unit; staff training; family accommodation and support; and, many, many more projects. This is thanks to the staff, trustees, supporters and fundraisers who have made this possible.

- CHSF are proud of their record of impact against the charity's main objective to help the region's congenital heart patients and, thanks to your support, hope to fulfil their aim which is to help support the Leeds Congenital Heart centre become a recognised 'World Class' centre of excellence. CHSF's latest appeal, Keeping the Beat, successfully raised £500,000 towards a state-of-the-art children's heart theatre at the LGI. This theatre will open early 2019 to help thousands more children from Yorkshire born with a heart condition.

## THE ROLE

### Job Summary

The Corporate Partnership Manager contributes significantly to the income of Children's Heart Surgery Fund by developing and managing successful, mutually beneficial corporate partnerships.

## KEY DUTIES AND RESPONSIBILITIES

### Business development

- Generates new partnerships by:
  - Identifying and focusing on key areas for development, e.g. business sectors, geographical locations and types of support looking for
  - Attending networking events, developing and maintaining contacts.
  - Following up on any 'warm leads'
  - Telephoning and emailing prospective corporate partners
  - Applying for corporate grants
  - Utilising existing support network to search for new corporate leads
  - Ensuring communications are up to date and relevant e.g. the corporate pages of the website, any marketing material etc.
  - Staying abreast of corporate developments and news in the region and beyond
  - Keeping up to date with fundraising news and developments in the sector
  - Liaising with the Fundraising Manager on new business development where appropriate

### Partnership management

- Maintains effective relationships with existing corporate partners by:
  - Liaising regularly with existing partners via phone, email and face-to-face meetings
  - Providing partners with relevant updates on the charity, campaigns, events etc
  - Providing fresh ideas and encouragement to partners to motivate them to raise money for CHSF
  - Thanking partners when appropriate for their support
  - Promoting partners' successes where possible via social media, Bravehearts or other as applicable
  - Seeking feedback from partners throughout the partnership and at the conclusion of partnerships.
  - Seeking to extend partnerships where possible
  - Liaising with the Fundraising Manager where appropriate on aspects of partnership management

### Skills and experience

- A minimum of 2 years fundraising experience or experience in a sales or business development setting
- Experience of managing corporate relationships
- Knowledge of sales process

- Experience adopting a systematic approach to managing leads
- Experience of working toward specific income targets or budgets
- Experience managing digital channels (including LinkedIn) to generate sales leads and manage campaigns
- Experience of developing new business contacts
- Experience using database or CRM recording systems
- Experience of successful business networking

### **Personal Qualities**

- Excellent communication and organisational skills with a high level of attention to detail
- Excellent organisational skills, including ability to work on own initiative and to effectively manage and prioritise workload
- Excellent formal and informal communication skills: face-to-face; on the telephone; and in formal presentations
- Excellent written communication
- Highly professional with a self-motivated approach and drive to achieve targets
- Ability to work autonomously but also as part of the wider team
- Available to work flexibly as and when required to cover events at evenings and on weekends etc.
- Available to travel throughout the Yorkshire region
- Able to work creatively and innovatively to provide new ideas
- Excellent relationship management skills