

Position: Interim Corporate Partnerships Manager (maternity cover) April 2019

Salary: £30,000- £32,000 per annum (dependent on experience)

Start date: May 2019

Contract type: 9- 12 month fixed term contract

Permanent, full time; Monday- Friday (5 days) 9am-5:30pm

Occasionally work outside regular office hours at charity awareness and fundraising events on evenings and weekends (with time off in return)

About Ovarian Cancer Action:

Ovarian Cancer Action (OCA) was founded in 2006, with a single purpose: to fund research to prevent women dying from ovarian cancer. We fund world-class scientific research leading to innovative treatments and progressive solutions. We campaign to ensure women and healthcare providers know the risk factors, symptoms and treatment options to enable informed and rapid action. Despite being the UK's deadliest gynaecological cancer, claiming a woman's life every two hours, ovarian cancer remains an underfunded and overlooked disease. And that's not ok with us. In fact, diseases like breast cancer had better survival rates five decades ago than ovarian cancer does in 2019. That's why we raise awareness of the disease amongst healthcare professionals and the general public, fight to put women's health firmly on the political agenda, and campaign for change.

We are based at 8-12 Camden High Street, London, NW1 0JH. Our office based team is made up of 20 dedicated and passionate staff members plus volunteers, all of whom work hard to spread our message, campaign for change, and generate the vital funds we need to support the scientific innovators who will help beat ovarian cancer. We have a broad network of vital supporters, from community fundraisers and corporate partners, to our family of Voices who champion the cause across the UK.

Our mission is to stop women dying of ovarian cancer but we can't do it alone. We mobilise people to take action, to spread the word, to tell their stories, and raise the vital funds we need to beat the disease once and for all.

About the Interim Corporate Partnerships Manager

We are looking for an experienced interim Corporate Partnerships Manager to join our team to cover for maternity leave over a 9 to 12 month period who is confident to work and manage this area on their own. The main purpose of the Corporate Partnerships Manager is to generate a sustainable income stream through existing and new corporate partnerships whilst inspiring more people to support ovarian cancer research. We are looking for a Corporate Partnerships Manager who will be responsible for researching, approaching and winning new corporate partnerships and committed to building a solid base of sustainable, long- term support for the charity's work, which is a key revenue stream for OCA. They will be responsible for growing income through developing strategic partnerships with local and national businesses. They will research, approach and secure new partnerships and manage these relationships to achieve financial and volunteering objectives. They will use creativity to develop innovative and multi-year partnerships. They will also account manage all existing partnerships, providing excellent supporter care and work with our partners to ensure they reach targets.

Our Fundraising team is committed and dedicated to exceeding income targets to drive forward our ambitious strategy of growth because we believe women with Ovarian Cancer deserve better. If you

are keen to be a key member of the fundraising team who are also proactive and developing as a team, you will need to be a supportive and trusted team member.

Position in organisation:

Reports to: Head of Fundraising

Main working relationships: Head of Fundraising, other members of the Fundraising team

Direct stakeholders: Corporate Partners; Key Volunteers, Senior Management Team, Board Members, Professional Networks

Key responsibilities:

New business:

- Develop and implement an annual corporate partnership activity plan to meet agreed targets.
- Research companies thoroughly and understand their key motivators for support, before making any approaches.
- Monitor, analyse and report on income and expenditure variances to support the month end forecasting process. Identify shortfalls in performance and with support from the Head of Fundraising, prepare and implement contingency plans to ensure financial targets are met.
- Develop a calendar of charity of the year deadlines, and manage your time efficiently to reach all deadlines.
- Creatively develop new and innovative corporate partnership pitches.
- Manage the Business Development Committee with the senior volunteer management to facilitate new introductions to companies.

Account Management:

- Provide effective account management and supporter care to a variety of stakeholders within each partnership.
- Understand fully the work carried out by the charity and to communicate that effectively and honestly to all corporate partnerships.
- Develop and manage effective administrative processes to support relationship management.
- Deliver talks and presentations to corporate audiences.

Fundraising:

- Ensure that all fundraising activity complies with best practice, the Institute of Fundraising Code of Fundraising Practice and all relevant legislation.
- Act as the main contact for corporate fundraising enquiries.
- Provide advice and support to corporate fundraisers raising money for the charity.
- Develop and implement fundraising initiatives to engage existing and new corporate fundraisers.
- Utilise all fundraising techniques to encourage and motivate corporate fundraisers to maximise their fundraising potential.
- Ensuring comprehensive and accurate record keeping.
- Keep abreast of developments in the wider sector by liaison with counterparts from other charities and across the charity sector.

About the ideal person and their required experience and skills:

Career experience:

- Must have a proven track record of successfully working in a fundraising environment or in a business development or marketing account management role, for at least the last two years and growing income streams.
- Experience of working as part of a high performing team.

Corporate fundraising

- Demonstrate sound knowledge of corporate fundraising approaches, methods, channels and an understanding of when to use which approach for the benefit of the charity and the organisation.
- Ability to write effective proposal documents which are concise and convey the correct message for the charity.
- Demonstrates an understanding of the importance of confidentiality.

Finance Management:

- Proven experience of achieving/exceeding targets, ideally in the not for profit sectors.
- Experience of forward planning and strategic thinking to achieving income and expenditure budgets.
- Demonstrate a high level of commercial awareness and professionalism.

Supporter Management:

- Ability to motivate and inspire supporters at all levels to reach fundraising targets.
- Ability to confidently ask supporters to raise money and continue their support.
- Ability to identify the best use of time and resources (own and supporters) to maximise income.

Project Management:

- Experience of planning and delivering both simple and complex projects to a high standard.
- Excellent time management and organisational skills, as will often have to be working on more than one project at a time and must be able to prioritise workload.
- The ability to think logically, use initiative and work without supervision.

Interpersonal skills

- Excellent communication and interpersonal skills.
- Excellent negotiating and influencing skills.
- Excellent networking skills, relationship building and management skills.
- Must be able to work on own initiative but as a part of a proactive team, each with their own individual income streams which they own.
- Work well within a team and have a positive, friendly, calm, professional and helpful disposition.
- Ability to support and handle distressed supporters in a sensitive and empathetic manner.
- Must be flexible to the needs of the post as this will require working outside of normal working hours.

Other:

- Awareness of GDPR regulations.
- Computer skills – must be experienced in the use of Microsoft Outlook, Word, Publisher, Excel and Databases.

Desirable

- Minimum of 2 years' of working in a corporate fundraising role.

Personal Qualities

- Flexible, tenacious and driven to succeed
- Enthusiastic, highly motivated and a positive attitude
- Tact, diplomacy and an ability to maintain confidentiality

Benefits:

- 25 days annual holiday leave
(In addition, you will receive three non-contractual days leave due to the office closure between Christmas and New Year).
- Pension scheme with People's Pension (employee contribution 5%, employer contribution 3%).

- 24 hour confidential and free Employee Assistance Program to support you with both personal and work- related issues, and if required, confidential counselling sessions.
- Training and Development opportunities.
- Eye test and financial support with glasses if required.
- Interest free season ticket loans.
- Weekly free fruit, tea, and coffee.
- Social events for the team.

Recruitment process:

Thank you for your interest in this role. We would like to invite you to apply to work with us, by sending a short cover letter (no more than a page) of why you are interested in working with OCA. Along with this, please send a copy of your latest CV to jobs@ovarian.org.uk. Please also take a look at our website www.ovarian.org.uk for more details about what we do.

Our deadline for the role is Friday 26th April, however we may contact you sooner to discuss the role if you meet the requirements, so please send your application in beforehand. If we find a suitable candidate to carry out the role, we reserve the right to end the recruitment process earlier than Friday 26th April. We will aim to respond to each applicant, however if you do not hear from us within 10 working days of the deadline, we will not be considering you for this role, however we encourage you to keep updated with our vacancies on our website, or through our various social media activities..

If you have any questions regarding this role, please email jobs@ovarian.org.uk, quoting the job title in the email heading.