**Further Particulars**

**Corporate Partnerships Manager**

* Full-time (35 hours per week). Part-time working may be possible.
* Salary: up to £45,000 depending upon experience
* Reporting to Head of Operations & Development
* Hybrid working with significant travel across Cambridgeshire

As Corporate Partnerships Manager, you will:

**Corporate donor development**

* Identify, research, secure, and manage new corporate donor partnerships
* Build and maintain a corporate new business pipeline to build income, targeting a range of partnerships (including dedicated corporate funds, collaborative funds, corporate grants and strategic relationships)
* Carry out prospect cultivation, due diligence, develop tailored high-quality proposals, applications and pitches, and manage corporate partner relationships to secure income from initial contact to formal partnership
* Ability to negotiate clear, mutually understood and appropriate agreements with new corporate partners
* Contribute to the development and maintenance of key resources and content for fundraising activities and ensure communications are in line with the Fundraising Regulator’s guidelines
* Represent the Foundation at events to deepen supporter engagement and support with planning and delivering key corporate events, such as golf days, fundraising events, corporate network events, etc.
* Collaborate with internal stakeholders such as senior leadership team, marketing and grants, Trustees, Ambassadors and other volunteers to leverage Foundation networks for introductions and referrals

**Corporate partnership management**

* Lead the stewardship and growth of existing corporate partnerships in collaboration with internal teams, using creative and strategic methods to strengthen relationships and maximise opportunities for growth and longevity
* Create and deliver comprehensive, bespoke plans for each partnership, considering all financial and non‑financial opportunities to generate support and mutual value, including fund income growth, corporate volunteering, pro‑bono contributions and corporate fundraising
* Hold regular meetings with corporate partners to ensure partnership objectives are on track
* Analyse and use data and insights to create compelling marketing content, media releases, events and reports for partners that demonstrate their impact and support renewals

**Managing systems**

* Maintain accurate and up‑to‑date records on the Foundation’s CRM (Salesforce), tracking all corporate donor development and partnerships activity
* Deliver regular monitoring and reporting on corporate donor development, pipeline and existing partnerships
* Ensure all corporate donor development pipeline data and income is accurately recorded, allocated and reconciled with agreed finance processes and forecasts
* Contribute to income planning and forecasting

**General responsibilities**

* Work in accordance with the values, policies, and procedures of the Foundation.
* Work within the Foundation’s performance management approach, including setting and reviewing progress against objectives, training and other personal development, as required.
* Promote equal opportunities (in terms of race, religion, gender, sexual orientation, disability, and other forms of discrimination) throughout all aspects of the Foundation’s work.
* The post will require travel across Cambridgeshire and occasionally other UK locations.

**About you**

We're looking for someone who is passionate about the Foundation’s work and excited to make a meaningful impact. This is a dynamic and varied role that offers scope for creativity, strategy, and hands-on relationship management. You'll collaborate closely with internal teams to bring partner activity to life, demonstrate impact, and align our work with shared goals.

You are self-motivated, organised and creative. You can adapt your approach to suit different audiences and achieve deadlines. You will have good emotional intelligence and be resilient. Your skills and experience will include:

* Strong corporate fundraising or account management background, with experience managing corporate partnerships in the £10k–£100k+ range
* Strong written and verbal communication skills including the ability to confidently deliver engaging pitches, presentations, create compelling marketing collateral and capitalise on AI for compelling content
* Strategic thinker with a flair for finding new growth opportunities and for building existing partnerships
* Exceptional relationship-building skills to ensure long-term corporate partnerships
* Excellent organiser who can juggle competing priorities, meet deadlines, and maintain attention to detail
* Financial acumen, with ability to interpret budgets and funding data
* Proficiency in using CRM databases to monitor fundraising performance
* Willingness to work out-of-hours at events including attending some evening events and more sporadic weekend events (approx. 2-3 pa)
* Dynamic, creative, and solutions-focused, with a collaborative mindset and passion for the Foundation’s mission and values
* A full UK driving license and access to a car.

**How to apply**

Please email your CV and cover letter to Michael O’Toole, CEO of the Foundation, mailto: michael@cambscf.org.uk, by Wednesday 22nd October at 17:00.

Interviews will take place in the week commencing 3rd November.