

JOB PROFILE

Basic Details	
Job Title: Partnerships Account Manager	Contract type: Fixed term contract of 8 – 12 months (maternity leave cover)
Salary: £32,640	Hours: 35 hours per week.
Key benefits: Leave - 25 days per year (prorated for hours worked)	Location: Home based initially then flexible location with regular travel to London (SW1H 9DJ)
The Chartered Institute of Fundraising is an equal opportunities employer. It is fully committed to ensuring that recruitment decisions are made on the basis of merit alone.	
About the Institute of Fundraising	
<p>The Chartered Institute of Fundraising is the membership organisation for professional fundraisers in the UK. Currently the Institute supports and provides services for 6,000 individual members and nearly 600 organisational members. Members and non-members access training, qualifications, conferences and events, policy and guidance. The Chartered Institute is also the home of the Remember a Charity campaign and public fundraising Compliance team (formerly PFRA). The Chartered Institute facilitates more than 30 volunteer-led regional and special interest groups which organise local networks, events and conferences</p>	
Role background	
<p>The post holder will support the Director of Professional Development, Membership and Corporate Partnerships, and the Head of Volunteering, Membership and Events in the overall development and delivery of commercial revenue streams at the Chartered Institute of Fundraising. This will include leading on all sponsorship for conferences and National Convention as well as corporate membership.</p> <p>They will be responsible for overseeing the systems and procedures within the Chartered Institute that enable optimum delivery of these products. They will also ensure all new and existing partnership revenues are tracked and analysed, and work with the finance and events teams to make sure all reported revenues are consistent, and invoices are sent and chased where necessary.</p>	
Reporting Structure	
Reports to: Head of Volunteering, Membership and Events	
Job Description	

Purpose of Job:

The postholder will be responsible for the following:

- Developing existing relationships and securing new sponsors and exhibitors for the Institute's events business, including one day conferences, webinars, Fundraising Convention and Awards
- Support the development of our partnership strategy and commercial proposition.
- To assist in all aspects of the everyday running of the partnership department to enable strong relationship management and the successful implementation of the partnership strategy.
- Foster a spirit of teamwork working across all departments and volunteer-led Groups that supports our overall aims and objectives.

Key Accountabilities:

Work across the following income streams:

- Fundraising Convention sponsorship; lead on this - responsible for overall management of sponsorship, planning; sales and invoicing
- National Fundraising Awards sponsorship; - responsible for managing category sales
- One day conferences sponsorship; to be Partnership lead on day to day conference sponsorship sales
- Develop partnership support for the strategic objectives of the Institute
- Groups events – communicate regularly with Volunteering Relationship and Membership Manager to ensure we maximise the potential for support and sponsorship
- Manage the operational, budgetary and financial responsibilities of these areas of business and provide regular feedback and forecasts
- Online advertising; develop online sponsorship opportunities
- Responsible for management of Corporate Membership
- Ensure value is delivered on all Strategic Partnership accounts
- Work with key clients and provide support for entire portfolio of events, including Groups

Business development

- To be client focussed and visible in the market place with sponsors and supporters;
- To create a quantifiable plan for growing commercial, conference and corporate membership revenue

- Plan, evaluate and improve the efficiency of business processes and procedures to enhance team performance
- To highlight potential new partners and secure increased support from existing customers;
- To work closely with the Professional Development and Learning team to maximise all revenue generating opportunities.

Financial

- Keep up to date all reporting spreadsheets;
- Add all key client information onto CRM system.
- Work closely with Finance to maintain accurate reporting of partnership revenues

Marketing

- Work with the marketing team to ensure all commercial opportunities are optimised across all promotional materials.

Administration

- To collate all key materials and information from all Convention and Awards sponsors;
- To manage the Convention sponsor pack and any administrative requirements of Convention sponsors;
- To attend Fundraising Convention and provide administrative support to all sponsors and partners as required;
- To be responsible for the overall management of the Convention sponsorship; including planning; sales and invoicing
- Any other administrative duties required to deliver the partnerships strategy.
- Manage the preparation and maintenance of reports necessary to carry out the functions of the department. Prepare periodic reports for management to track strategic goal accomplishment
- Communicate regularly with sponsors, partners, other managers, directors and CEO

Other

- Provide practical support for the wider Volunteering, Membership and Events team as directed by line manager
- Accountabilities also include a responsibility on behalf of the job holder to undertake any other duties that are relevant to the job as requested by the line manager.

Person Specification	
Experience & Skills	<ul style="list-style-type: none"> • A good level of experience in developing and maintaining commercial relationships and sponsorship; • Excellent communication and organisational skills; • Experience of working in events environments; • Interest in the charity sector and the role of professional fundraising; • Numerate and computer literate;
Attributes	<ul style="list-style-type: none"> • Team player; • Target focussed and proactive; • Very organised; • Strong attention to detail; • Calm under pressure; • Professional and friendly
Reflecting our values	<p>Passionate: takes pride in what we do and is driven by success.</p> <p>Professional: champions and achieves high standards and is governed by professional integrity.</p> <p>Enabling: helps and is empowered to take ownership, find solutions, make decisions and collaborate.</p> <p>Enterprising: open to new solutions and committed to delivering where we already excel.</p> <p>Respectful: honest and fair and treats everyone with consideration and respect.</p>
Circumstances	<ul style="list-style-type: none"> • Able to work outside office hours on occasions including overnight stays on occasion. • Necessitates travel as required.