**Corporate and Community Partnerships Coordinator**

**Job Description and Person Specification**

**Specifics of the role:**

**Contract:** Permanent

**Salary:** £25,000 - £27,000 subject to current job evaluation process scheduled for completion in late Summer

**Working Hours:** 37.5 per week

**Leave:** 33 days (inclusive of bank holidays)

**Responsible to:** Head of Income Generation

**Location:** Home and flexible working/ St Pauls, Bristol

**We offer:** Flexible working; 5% workplace pension

**Who we are**

Caring in Bristol’s vision is creating a city empowered to solve homelessness. We work in imaginative and creative ways with people experiencing or a risk of homelessness, with the public and with community partners to bring about lasting change in Bristol and beyond.

We are small yet highly ambitious and have significantly expanded our reach over the last three years to fund the work we are passionate about in our city. COVID-19 has transformed the strategies needed to support people at risk of or experiencing homelessness in Bristol, pushing many into precarious housing situations and creating large numbers of newly housed people that could fall back into homelessness.

**Our values**

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| ***Collaboration***  We learn, share and work with everyone in our community to create services that best meet need. Our beneficiaries inform the design, delivery, and evaluation of our work. We collect and apply evidence to build partnerships and embed our impact. | ***People first***  We value human relations, and the strengths people have and are committed to positive change and development in everyone. We will take positive risks with people. We hold that the wellbeing of our staff and volunteers is integral to the positive impact we can make with our beneficiaries. We are inclusive and celebrate diversity. | ***Focus on the end goal***  We work with our beneficiaries and volunteers to achieve their ambitions. We are here to make ourselves no longer needed and want Bristol to be the first major city to end homelessness. |

**About the role**

As our Corporate and Community Partnerships Coordinator you will secure long-term, mutually beneficial income from the corporate sector and from community organisations within the city, across a range of disciplines and formats, including their Charity of the Year, cause-related marketing and sponsorship. You will develop and secure new partnerships with Bristol’s businesses as well as nurture and account manage existing partnerships.

As well as this, you will seek to increase our presence in the community, connecting and seeking funding from organisations such as Rotary clubs, schools and faith-based groups.

You will be responsible for researching key prospective sectors, companies and organisations, sector activities and the business marketplace, to compile lists of key targets, as agreed with the Head of Income Generation. You will develop and manage an ongoing pipeline of prospects, that have a clearly defined target outcome and value.

**Diversity**

We are committed to increasing diversity of staff within Caring in Bristol and within the Charity Sector as a whole.

We especially welcome applications from people with lived experience of homelessness. Black, Asian and ethnic minority candidates are particularly encouraged to apply for these roles. We welcome applications from everyone who meets the requirements of the Person Specifications. We encourage applications from all gender identities and sexual orientations; we are committed to equal opportunity, equal treatment and respect for every individual. If you have special access requirements, please do let us know.

We offer, and value, flexible working. As a charity we are proud to be committed to mental health awareness and to actively supporting the wellbeing of the team.

**How to apply**

To apply, please submit a completed application form to recruitment@caringinbristol.org.uk with the subject line: *Your Name* - ***Corporate and Community Partnerships Coordinator***

**Main tasks and responsibilities**

**Corporate Partnerships**

* Alongside the Head of Income Generation, develop and manage Caring in Bristol’s approach to corporate fundraising, delivering the agreed targeted income
* Manage a portfolio of existing corporate partners, providing exceptional supporter care and delivering successful partnerships
* Research, approach and develop new corporate partnership opportunities, managing a pipeline of corporate fundraising activity including charity of the year partnerships, staff fundraising and business donations for example
* Provide written reports to corporate partners as required
* Develop new streams of income derived from businesses such as cause related marketing, sponsorship, and events
* Support in the development of an alternative ask such as pro bono support and skills-based volunteering
* Work closely with the Supporter Engagement Coordinator to maximise the effectiveness of engagement and stewardship in supporting the development of existing and prospective relationships
* Develop, write and present persuasive and innovative proposals in conjunction with colleagues
* Confidently present the key messages of Caring in Bristol when required, and encourage support via a variety of media including; informal conversations, networking, presentations, written literature and website copy.

**Community Organisations**

* Alongside the Head of Income Generation, develop and manage Caring in Bristol’s approach to working with community organisations, delivering the targeted income
* Manage a portfolio of existing community partners, providing exceptional supporter care and delivering successful partnerships
* Research, approach and develop new community partnership opportunities, managing a pipeline of corporate fundraising activity
* Develop a clear and defined schools proposition to enable engagement, especially around the Christmas Appeal each year
* Develop an approach to working with faith based organisations such as churches, congregations, fellowships and other faith based groups

**Administrational responsibilities**

* Ensure the Donorfy database is kept up to date and accurate
* Working with the Digital Comms Coordinator and Campaigns and Communications Manager, provide recognition both online and in print for supporters where appropriate

**Other Responsibilities**

* Alongside your income generation colleagues, to take responsibility for ensuring our office environment is a healthy, positive and professional space to work;
* To line manage volunteers as appropriate.
* To follow organisational policies and procedures and observe the Code of Conduct;
* To actively participate in and attend supervisions, annual appraisal processes and identified training

**Skills and experience**

We expect you to meet most of these criteria. However, we don’t expect you to meet *every* point and welcome applicants with transferrable skills and an ability to apply themselves in a new context.

* At least two years experience in a relevant business, not-for-profit, social enterprises/start-ups or charity setting with a proven track record of securing partnerships from the business community.
* Strong account management abilities, mathcing interpersonal, networking and influencing skills with the ability to deliver professional presentations on behalf of Caring in Bristol.
* A fantastic relationship builder with the ability to leverage support
* The ability to tailor your communications to a wide range of businesses and community organisations.
* Strong research skills to ensure approaches to organisations are both timely and well aligned.
* Excellent presenting skills with the ability to successfully pitch, persuade and influence.
* The ability to provide fundraising solutions appropriate to the audience being addressed.
* A creative, imaginative approach to fundraising providing ideas and solutions to suit individual businesses.
* A solid understanding of modern fundraising techniques, including digital engagement and interaction.
* Numeracy and analytical skills with excellent organisational and time management skills.
* Good organisational skills with the ability to manage a variety of tasks and workload and the ability to monitor opportunities arising
* Excellent written skills with the ability to write compelling copy.
* Experience in the use of a CRM system, preferably Donorfy

**Values and behaviour**

* Personally committed to Caring in Bristol’s vision and values and collaboration-focused method of work.
* Committed to reflection and learning, including sharing failures and uncertainties; openly taking feedback from the team and members of the community on your behaviour and work.
* Brings ideas for improvements and is open and honest in all communications where relevant and appropriate.
* Awareness of your own needs: the homelessness sector can be challenging – you will be good at knowing your limits under pressure and will be confident to ask for help when you need it. You will receive support from your team, and we are keen to nurture an environment where no-one feels worried about asking for help or support when they need it.
* Resilience working under pressure, ability, and willingness to both give and take constructive feedback.
* Willingness to work the odd evening or weekend as needed, with a flexible working policy.
* Growing levels of self-awareness, including an understanding of how your background has shaped the opportunities afforded to you and how you relate to people from different backgrounds to you.
* Willing to develop emotional intelligence, including a growing ability to empathise with and appreciate others, creating opportunities for those you work with to grow.
* A passion to change Bristol for the better.