

<b>JOB TITLE:</b>	<b>Partnership Operations Manager – The Earthshot Prize</b>
<b>REPORTING TO:</b>	<b>Co-Directors of Partnerships, The Earthshot Prize</b>
<b>HOURS:</b>	<b>Full time</b>
<b>LOCATION:</b>	<b>Hybrid/Remote</b>
<b>CONTRACT:</b>	<b>Full-time</b>

#### **About The Earthshot Prize:**

The Earthshot Prize, which launched globally in October 2020, is the most ambitious and prestigious of its kind – designed to incentivise change and help to repair our planet over the next 10 years. The Prize aims to turn the current pessimism surrounding environmental issues into optimism by highlighting the ability of human ingenuity to bring about change and inspire collective action.

Taking inspiration from the Moonshot, the Prize is based on 5 ‘Earthshots’ – simple but ambitious and universal goals for 2030, focusing on nature, air pollution, oceans, waste, and climate, and if achieved will make life better for all. The five annual winners of the Prize are those whose solutions make the most progress towards these goals.

The inaugural Earthshot Prize Awards was in London, in October 2021 and resulted in a ceremony when the first 5 Earthshot Prizes were awarded. The broadcast has already won a number of prizes for its innovative portrayal of the Awards. In 2022 the Earthshot Prize Awards will be held in the USA in the late Autumn. We have wide ranging plans to amplify and celebrate our finalists and their incredible solutions in the selected Host City. The Television broadcast of 2022 will, we hope, make a global impact.

#### **About the role:**

At The Earthshot Prize our partnerships are key and they all share our purpose: to unleash urgent optimism and action to accelerate eco innovations that repair and regenerate the planet. To deliver this audacious vision, we are seeking an experienced and passionate **Partnership Engagement Coordinator** to support the team in coordinating and building a network of transformative strategic partnerships. The role will ensure we nurture a world class ecosystem of support from leading businesses, not for profits, philanthropists and influential supporters and networks; seamlessly offering a unique and positive experience for our partners based on purpose and mutually beneficial goals and objectives.

The Partnership Engagement Coordinator will support the team in developing and managing our engagement strategy for cultivation and stewardship, to maximise the lifetime value of all partners, and will be responsible for coordinating on a broad range of activities and events. The Partnership Engagement Coordinator will grow relationships with partners and work closely with the Head of Partnership and Head of Fundraising to support and coordinate creative and effective stewardship plans.

To be successful you will have an organised and purposeful way of working, understanding the importance of building strong relationships with external partners or internal stakeholders. You will also have excellent communication skills and will be able to form and maintain successful relationships both internally and externally. You will also have proven experience in a junior manager or coordinator role with good influencing skills, be able to demonstrate excellent stewardship, have a successful track record of building successful relationships and having a collaborative nature.

#### **Responsibilities:**

- Working closely with the Partnerships team, you will be responsible for coordinating all operational delivery in line with our Partnerships strategy and plan

- Managing and executing planned partner processes and activities, including project managing all partner events
- Be the key point of contact for the American Board of Friends of the Duke & Duchess of Cambridge– the vehicle through which we accept US funds and undertake all key tasks around gift acceptance and board sign off
- Monitor partnership activities in line with strategic partnership goals and take the lead on producing impactful partner dashboards and reports (working alongside our impact team)
- Responsible for key calendars and processes in the team – reporting, stewardship, new partner onboarding
- Work closely with the Research Manager and Partnership Managers to support new partnership development
- Review and track budgets ensuring accurate and up to date information is measured
- Oversee all the key administrative functions: partner experience, thanking, gift acceptance and other related admin tasks
- Managing any procurement or tendering processes

**What you bring:**

- Experience of working within the partnerships and fundraising sectors and at an established Partnerships/Partnership and Engagement Coordinator or Manager role
- Astute attention to detail and meticulous organizational skills
- Ability to balance between daily and longer-term tasks, keeping workstreams moving forward simultaneously
- Results driven and motivated approach
- Ability to support the team while also working independently to deliver on individual responsibilities
- Strong interpersonal and collaboration skills with dedication to champion cross-functional and external partnerships in an open, positive and inclusive environment
- A positive mentality with proven ability to flex and adapt to changing business needs while maintaining quality partner relationships
- Creativity, problem solving skills and demonstrate initiative
- Excellent verbal and visual communication skills; adept at presenting
- Entrepreneurial and creative spirit with proactive approach to identifying and acting on ways to improve the work, continually pushing the vision forward
- Effective IT skills, including Microsoft Word, Excel and use of fundraising CRM systems, knowledge of desktop publishing packages would be an asset