



Changing life stories

# Job description

Job title:	Senior Corporate Partnerships Development Manager
Salary:	£43,000 to £45,000 per year
Contract:	Permanent
Hours:	35 hours per week
Directorate:	Development
Reports to:	Head of Corporate Partnership Development
Direct/indirect reports:	1 direct

## Our mission

The National Literacy Trust empowers children, young people and adults from disadvantaged communities with the literacy skills they need to succeed. We work directly with young people and their families, with the 5,000 schools in these communities, with nurseries, prisons, YOIs and through our teams leading community literacy programmes in 20 places in the UK facing the biggest literacy and poverty challenges. Our research makes us the leading authority on literacy and drives all our work. We are committed to becoming a more diverse and inclusive charity, better at listening to and working in partnership with the communities we exist to serve. Literacy is a vital element of action against poverty and our work changes people's life stories.

## Purpose of role

Our work with corporates is the foundation of our organisational strategy, providing meaningful, strategic partnerships that are impactful, innovative and long-lasting and that enable us to deliver our charitable mission.

You will be responsible for securing six and seven-figure relationships with big businesses, driving opportunities for strategic, commercial and employee fundraising partnerships. You will be tasked with growing income significantly and consistently hitting income targets through your focus on new business, with relationships handed over to our account management team for delivery of the partnership.

As part of a small new business team, you will report to the Head of Corporate Partnership Development and line manage one direct report, overseeing their objectives and personal development.

## Key contacts

Close working with staff from across the organisation, including members of the senior management team, as well as frequent contact with corporate partners at a range of levels, including the most senior, and ambassadors, trustees and other senior advocates.

## Outline of responsibilities

- Secure significant funding through new corporate partnerships, meet demanding income targets
- Use a range of approaches including market and prospect research, networking, identifying and responding to leads and working closely with colleagues across the organisation
- Manage every stage of the sales cycle proactively and confidently, including research, writing business proposals and presentations, pitching and contract negotiations
- Produce and deliver high quality, creative, compelling and bespoke propositions that reflect varying levels of support, and present to C-suite executives
- Ensure that all necessary due diligence is carried out
- Work with colleagues to maintain and strengthen our reputation and brand values through partnership activity
- Maintain accurate records on Salesforce to log and share contacts
- Lead, input to and/or support our fundraising events
- Represent the organisation at a high level
- Provide effective line management and support for a partnerships executive

This outline is indicative and is not intended to provide a complete list of duties. The postholder will also be required to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

## Person specification

Essential	Desirable
<ul style="list-style-type: none"><li>• Significant experience of developing and securing high value corporate partnerships (worth £100k to £1m per year) and reporting to senior stakeholders</li><li>• Managing multiple multi-faceted corporate partnerships at a senior level</li><li>• Working in or with the voluntary sector</li></ul>	<ul style="list-style-type: none"><li>• Working with or generating income for education projects</li><li>• Event management</li><li>• Marketing</li><li>• Line management and team support</li><li>• CSR or fundraising experience</li></ul>

<ul style="list-style-type: none"> <li>• Resilient, confident and able to think creatively and capitalise on opportunities</li> <li>• Excellent presentation skills, formal and informal, and the ability to present to stakeholders at all levels</li> <li>• Outstanding communication, collaboration and relationship management skills, for internal and external relationships</li> </ul>	
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## Summary of terms

Location:	You will be able to work regularly from home around the requirements of your role for in person meetings or travel. However, you will be contracted to our office at 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary. For in person meetings and events, we expect this may be up to two or three days per week at times but will often be much less.
Flexible working:	We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role. This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.
Travel:	This post may require national travel. Travel expenses will be paid when incurred in line with our expenses policy.
Safeguarding:	We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults.