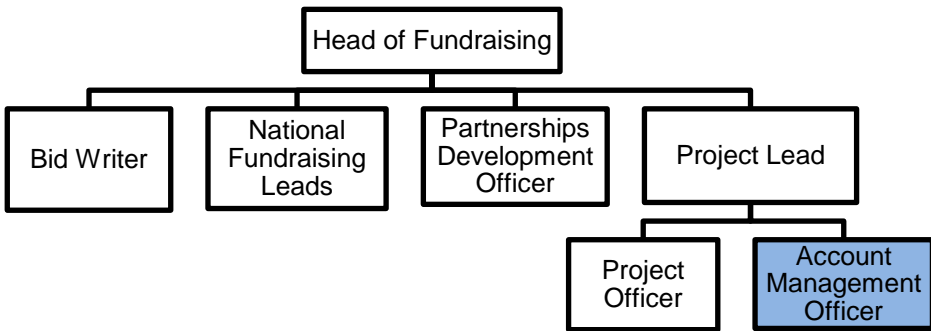


STEM Learning Limited

1. Role Particulars	
Role Title: Account Management Officer	Reports to: Project Lead
2. Organogram	
 <pre> graph TD HOF[Head of Fundraising] --> BW[Bid Writer] HOF --> NFL[National Fundraising Leads] HOF --> PDO[Partnerships Development Officer] HOF --> PL[Project Lead] PL --> PO[Project Officer] PL --> AMO[Account Management Officer] </pre>	
3. Purpose of role	
<p>The Account Management Officer will work as part of STEM Learning's highly effective Fundraising Team, contributing towards our ambitious targets by managing relationships with a number of funders. The Officer will work closely with each partner, ensuring an excellent partner experience, as well as ensuring the maximum benefit for STEM Learning is gained from each partnership. There may be an opportunity to manage relationships with high-net-worth relationships in the future.</p> <p>STEM education has economic, social, cultural and ethical value, with positive impacts on social mobility, diversity and inclusion, and this role will enable us to support more young people than ever before and help us achieve our vision to improve lives through STEM education.</p>	
4. Key Results / Accountabilities expected from role	
<p>The Account Management Officer will be responsible for the stewardship of our rapidly growing group of funders:</p> <ul style="list-style-type: none"> • Streamlining management and communications with existing partners. • Developing creative ways we can engage with existing funders, including strategic partnerships, commercial activity where relevant and employee engagement via the STEM Ambassadors programme. • Corresponding effectively with funders using creative and engaging methods of communication. • Creating "wow" moments to build personal connection between funders and our mission. • Finding stories that will engage partners and illustrate our mission. • Working with internal stakeholders responsible for delivering CPD, enrichment programmes and the STEM Ambassadors programme to ensure effective partnership delivery. • Ensuring reporting requirements and funding criteria for all partners are met. • Leveraging our impact evidence and working closely with our Evaluation Team. • Ensuring growth and renewals within existing partnerships. <p>In addition to working with existing partners, the Account Management Officer will:</p> <ul style="list-style-type: none"> • Work closely with the Fundraising Development Team on pitches, and to ensure effective handover of new wins. • Be an outstanding advocate for STEM Learning and the ENTHUSE Charity in line with the core values of the organisation. 	

<p>Successful candidates will demonstrate STEM Learning's values: Sustainable – Innovative – Proactive</p> <ul style="list-style-type: none"> • Sustainable: Develop excellent relationships with industry funders to highlight the impact of our existing programmes and secure future funding. • Innovative: Look to continually improve processes to identify innovative ways for funders to support schools in engaging in World Class CPD, enrichment activities and career pathways. • Proactive: Be able to work independently and as part of a team to provide excellent customer service and ensure all stakeholders can maximise their engagement and impact.
<p>5. Key challenges faced in the role</p>
<ul style="list-style-type: none"> • Managing a growing list of corporate partners in a way that feels personalised and tailored. • Communicating our impact effectively. • Identifying ways to expand the impact of partners. • Ensuring growth and renewal from our partners, contributing to the Fundraising Team's income targets.
<p>6. Any other information (particular reference to planning (nature and impact), scope of impact)</p>
<p>STEM Learning's vision is 'improving lives through STEM education' by empowering young people with the skills and knowledge to thrive through effective teaching and learning. To achieve this, STEM Learning provides a range of support which includes subject-specific professional development for teachers and other educators, quality assured resources, STEM Ambassadors programme, and a suite of enhancement and enrichment activities.</p>
<p>7. Experience and Expertise (typical educational qualification and experience)</p>
<ul style="list-style-type: none"> • We're looking for a natural relationship builder, someone who is passionate about fundraising and the role funders can play in our mission. • Strong organisational skills, enthusiasm and tenacity. • Track record in building and sustaining excellent relationships with supporters and funders. • Strong written and oral communication skills; the ability to interact with a wide variety of stakeholders as well as compile effective reports highlighting both qualitative and quantitative data. • An excellent collaborator who enjoys working with colleagues to create effective communication programmes for our partners. • The ability to maintain attention to detail while working to deadlines and managing a varied workload. • Specialist knowledge of trends and developments in the sector, through completing relevant training, reviewing relevant press and publications, and keeping up to date with industry news.
<p>8. Economic dimensions associated with the role (if any)</p>
<p>To contribute to the delivery of optimal fundraising outcomes.</p>
<p>9. Location</p>
<p>York-based with occasional travel to London and to partner offices as required.</p>