

Job description

Job title: Senior Corporate Partnerships Manager

Department: Development

Line manager: Director of Development

Salary: £50,000 per annum

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the job

The purpose of the Senior Corporate Partnerships Manager role is to build and maintain relationships to deliver income from Corporates against agreed targets on an annual basis and to create longer term strategic plans for significant growth in Corporate income in preparation for a major Development Campaign from 2025.

You will proactively network and engage with companies to maintain, develop and grow corporate relationships, significantly increasing the number of partnerships with St Paul's Cathedral including the development of a corporate membership scheme, corporate sponsorship and other commercial opportunities and the creation of bespoke and tailor-made corporate partnerships to deliver mutual impact.

The post-holder will work closely with the Director of Development and the wider Development and Cathedral teams to identify compelling fundraising opportunities and priorities to maximise and increase levels of support and income.

Main duties

- Oversight of all Corporate fundraising including prospect and pipeline development to include growth projections for existing donors and prospects with a clear plan of how we will increase underlying income in line with the Development strategy.
- Work closely and collaboratively with Commercial Services, the Corporate Events Team and Special Events on the development of multi-year corporate sponsorship, commercial partnership and engagement opportunities.
- Proactively network and engage with City corporates to understand their priorities and create bespoke and tailor-made corporate partnership, funding and pro bono opportunities to deliver mutual impact and results.
- Review the Cathedral's historic Corporate Giving programmes and make recommendations for a refreshed programme through a test and learn approach.
- Develop compelling proposals, fundraising materials and inspirational engagement opportunities that will inspire corporate prospects to support St Paul's.
- Work closely with the Director of Development and Development team to introduce new research skills, tools and techniques to identify and develop new corporate partnerships.
- Ensure effective cultivation and stewardship of all corporate partners to demonstrate the impact of their support including the provision of timely thankyou's, reports on funding, invitations to services and events, managing Cathedral visits and providing updates on Cathedral wide news.
- Maintain accurate records of all income and engagement, funding status reports, forecasts, targets and plans for all prospects and donors and ensuring Raisers Edge is kept up to date.
- Build strong working relationships with The Dean and Chapter members, ELT, Heads of Departments and the wider Cathedral.

Person specification

Essential experience, knowledge and skills:

- Corporate fundraising experience with demonstrable evidence of securing successful six-figure corporate partnerships or transferable and relevant business development skills
- Proven track record of growing significant corporate income
- Strong networking, collaboration and relationship building skills - internally and externally at all levels
- Experience of delivering strategic plans and budget setting
- Excellent persuasive writing skills, including experience of producing compelling fundraising proposals, materials and corporate pitches
- Understanding of a donor-centric approach, meeting the needs of supporters through excellent engagement, stewardship and recognition based on an equitable approach
- Proven organisational ability with a systematic approach
- Ability to work under pressure, to strict deadlines with sound attention to detail
- You will be passionate about St Paul's and its role in the City; its philosophy and its mission

Desirable experience, knowledge and skills:

- Knowledge and understanding of the Raisers' Edge database
- An understanding of compliance and the code of fundraising practice as set out by the Fundraising Regulator and the Charity Commission
- Knowledge and understanding of safeguarding issues and ability to address them appropriately

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.