

RAINBOWS HOSPICE FOR CHILDREN AND YOUNG PEOPLE

JOB DESCRIPTION

Job Title: Partnerships Development Manager

Accountable to: Director of Supporter Relations

Responsible to: Head of Organisational Giving

Job Summary

The post holder will focus on developing and delivering a plan for securing new corporate relationships across the region in order to drive income growth for the team. They will secure a diverse portfolio of partnerships through development of a high value supporter pipeline.

Alongside this they will identify and pursue other potential partnerships with high net worth individuals and corporate foundations.

Key Responsibilities

- To research, develop and secure a range of partnerships in line with the team's targets and to drive income growth.
- Produce high quality partnership concepts and proposals for prospective corporate partners and high net worth individuals, as well as delivering creative presentations to potential supporters.
- Effectively cultivate any new leads maintaining excellent customer service standards.
- To network both internally with staff and Trustees and externally with corporate decision makers at all levels including CEO
- Regularly review and update the business development pipeline and strategy, giving direction as to any refinements or changes required.
- To track and monitor the pipeline providing commentary and forecasts as well as performance reporting.
- Identify opportunities for growth including current partnerships, new initiatives and introductions to networks.
- Identify individual philanthropy prospects and implement stewardship and cultivation plans to achieve high value donations.
- To support and guide colleagues in the development of new partnerships and creation of partnership delivery plans.
- Manage the business development pipeline to ensure targets and KPI's are met.
- To deputise for the Head of Organisational Giving as required.
- Undertake any other tasks from time to time as may be required.

Data Compliance and Confidentiality

- In line with national legislation, and Rainbows policies, must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies
- To comply with all Rainbows policies and procedures on Data Protection, Confidentiality and Information Security.

Behaviours and Values

- To promote, uphold and demonstrate the Rainbows values of WE CARE
- To work actively and positively as part of the wider hospice team, demonstrating a desire and ability to build relationships with colleagues across all teams
- To be able to manage time and projects effectively and efficiently and respond to shifting priorities and workloads with ease.
- To be proactive in seeking out support and finding new ways to encourage supporters to participate in our activities
- To act always in a professional manner, respecting the needs of colleagues and co-workers, working collaboratively to ensure a harmonious work environment and following our code of conduct at all times.

Safeguarding Children and Vulnerable Adults

- To comply with Hospice and Leicester City LSCB Policy, Procedures and Practice
- To follow hospice policy regarding the management of safeguarding concerns.
- To access mandatory safeguarding training and demonstrate competence at the required level.

Equality, Diversity and Rights

Rainbows Hospice for Children and Young People is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to take action to ensure that staff and volunteers employed by Rainbows Hospice are culturally aware and treat every person with dignity, respect and fairness, in a way that is sensitively responsive to differences and similarities. Unlawful discrimination and other forms of exclusion have no place within Rainbows Hospice.

Responsibilities;

- To support equality, diversity and rights of all including children, young people and their families, staff and volunteers.
- To actively promote the consultation of children/young people and families and their involvement and participation in decision making.
- To work to the Hospice Equality and Diversity Policy.

Health and Safety

- To carry out duties placed on employees by the Health and Safety at Work Act 1974.
- To comply with Health and Safety Policy.
- To take reasonable care for the Health and Safety of themselves and others whom may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the pursuance of any of the relevant statutory provisions.
- To be aware of and adhere to current policies regarding infection control at all times.

General

- To maintain a high standard of personal hygiene and presentation.
- To act at all times in a professional manner, respecting the needs of colleagues and co-operating to maintain a harmonious working environment.
- To carry out any reasonable duties as requested by your line manager or senior manager.

This job description is subject to amendment and may be changed from time to time.