



CoppaFeel!

JOB DESCRIPTION

CORPORATE PARTNERSHIPS MANAGER (MATERNITY COVER)

November 2023

SALARY: £40,000 per annum

FULL TIME / 37.5 - HOURS

(Some evening and weekend work required, time off in lieu given)

TERM: 13 month fixed term contract

START DATE: February 2024

LOCATION: Based at Boob HQ, London (hybrid working)

ABOUT THE ROLE

We are looking for a passionate and driven individual to join our successful partnership team at CoppaFeel! for a 13 month period. The Corporate Partnerships Manager will play an essential role in supporting our 3 year fundraising growth strategy. This person will be responsible for securing new and diverse corporate partnerships for CoppaFeel!, as well as ensuring excellent stewardship of our existing partners.

Working closely with the Head of Partnerships and other Corporate Partnerships Managers, the successful candidate will play a key role in executing our new business strategy, identifying leads to build a strong prospect pipeline, creating proposals and pitching to win exciting and impactful new partnerships for CoppaFeel!. The Corporate Partnerships Manager will also be responsible for maintaining and identifying opportunities to grow our existing partnerships, in order for us to achieve our ambitious targets.

You will need to have experience working in corporate fundraising at a charity, pitching for new business and managing corporate partnerships of various sizes. The right candidate will be someone who is proactive, with strong communication and relationship building skills, and a real desire to make a difference, ensuring that all breast cancers are diagnosed early.

ABOUT COPPAFEEL!

CoppaFeel! is the first breast cancer charity in the UK to create awareness amongst young people that checking their chest regularly could save their life. Our mission is to ensure all breast cancers are diagnosed early and correctly and we are about more than discovering a cancer diagnosis, we are about empowering ourselves to be proactive about our own health and body, as well as our outlook on life. It is about knowing your boobs and pecs and being confident that if you do find something, you know what to do.

POSITION IN ORGANISATION

- Sits within the Partnerships Team which forms part of our wider Fundraising Team
- Reports to Head of Partnerships
- Works closely with the other Corporate Partnerships Managers as well as teams in Education, Finance, Marketing and Operations

DUTIES AND RESPONSIBILITIES

New Business:

- Deliver the corporate new business strategy using your expertise to meet specific financial targets and KPI's.
- Create proposals and new business pitch decks for new corporate supporters, persuading them to partner with CoppaFeel!.
- Research leads and identify prospects building a pipeline of companies to support CoppaFeel! during Breast Cancer Awareness Month and beyond.
- Be the point of contact for new enquiries that come into CoppaFeel! and setting up new business meetings identifying mutually beneficial opportunities.
- Identify, secure and manage corporate sponsors for CoppaFeel! events.

Account Management:

- Carry out excellent account management for your portfolio of partners, giving first class stewardship and donor care, using your skills to meet income targets and KPI's for each partner.
- Build strong relationships with key corporate partners, inspiring and motivating them to exceed fundraising targets and to support CoppaFeel! year-on-year.
- Keep all account and communication plans up-to-date and accurate, supporting the mutual objectives of each partner.
- Collaborate and coordinate with internal teams to amplify partnerships and ensure the smooth delivery of agreed partner content on CoppaFeel! channels.
- Write and create impact or end of partnership reports, showcasing to partners how their support has helped CoppaFeel!'s mission.
- Attend partner events and speak on behalf of CoppaFeel! when required, and be 'hand's on' supporting partnership events.

Working across CoppaFeel!:

- Support the Head of Partnerships and Director of Fundraising on the delivery of the partnerships strategy and wider fundraising strategy.
- Collaborate with the Corporate Partnerships Managers, and wider fundraising team on relevant projects.
- Support CoppaFeel!'s EDI strategy, to ensure our partnerships are helping us reach as many young people as possible.

Administration:

- Write and proofread copy for corporate partnership content for media channels.
- Create and maintain up-to-date records on our donor database (currently e-Tapestry, moving to a new CRM system in 2024).
- Keep good partnership and income records on CoppaFeel! shared drive.
- Participate in CoppaFeel! fundraising and team meetings, contributing to annual operational plans, forecasting income, being part of positive team collaboration.
- Adhere to GDPR requirements.
- Willingness to work flexibly and sometimes remotely with occasional out of core hours work (time off in lieu given).

SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

- Experience of working on a fundraising team, supporting partnerships through charity of the year, cause related marketing, commercial or strategic giving.
- Proven record of securing new partnerships and new business.
- Experience of pitching for new business and creating proposals.
- Excellent relationship building skills.
- Experience of working with income and expenditure budgets.
- Good writing skills and communication skills with an eye for detail.
- Good organisational and planning skills, to manage tasks and prioritise effectively.
- Strong team-player who is self-motivated, enthusiastic and passionate about working for CoppaFeel!.
- Experience using a database and microsoft office programmes.

HOW TO APPLY

Please complete the application form on our website and submit your CV with a covering letter explaining how you meet the Job Description and why you would make a great candidate for this role.

Applications will close at 5pm on Wednesday 10th January 2024, with first round interviews taking place week commencing 15th January, and second round interviews week commencing 22nd January 2024.

Please note that shortlisting and interviews may take place on a rolling basis and we encourage early application.

Let us know if you have any accessibility requirements or need any adjustments for the interview. If you have any questions about the role, feel free to contact our Head of Partnerships, Lucy Jackson, via email: lucy@coppafeel.org

MAIN BENEFITS, TERMS AND CONDITIONS

Annual Leave: 22 days pro rata (plus public holidays). Additional Leave: 1 day of leave on our Founder's Cancerversary, birthday leave, plus office closure over Christmas. Notice Period: 2 months

We work on a flexible basis at CoppaFeel!, offering a non-contractual 9 day fortnight allowing our team members to take a Friday off every other week. We call this our 'flex Friday' and although depending on our work schedules there are times when we do need to work on this day, we do our best to allow everyone this additional time off.

A hybrid of office and flexible, working Daily Flexi Time: starting anytime between 8am and 10am. Working from home up to 3 days per week. Training: We have a budget each year for employees training and development plans.

Wellbeing Fund: Monthly fitness bursary of up to £40 per month for gym membership or other classes, Employee Assistance Scheme: Advice and support offered by an external body. Access to our mental health support programme - 'Self Space' training and 1:1 therapy.

Treats Cupboard: full of biscuits, fruit, chips, fancy tea, coffee, and snacks. Freebies: Every now and again our partners and donors kindly donate some of their products.

Expenses: Travel for events and food during events will be reimbursed.

EQUALITY, DIVERSITY AND INCLUSIVITY STATEMENT

At CoppaFeel! we support a diverse range of communities and we understand that effective recruitment is central and crucial to meeting the needs of our beneficiaries. We particularly welcome applications from people identifying with a minority ethnic background, LGBTQ+ candidates, candidates with disabilities, and from men, because we would like to increase the representation of these groups within the charity. We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We recognise the value in encouraging a diverse range of perspectives, skills, experience and knowledge at the charity.