

<b>Title:</b>	Corporate Partnerships Manager
<b>Location:</b>	Focus Ireland, High Street, Dublin
<b>Reporting to:</b>	Partnership & Philanthropy Manager
<b>Type of Contract:</b>	Full time, permanent

Based in Christchurch, Dublin 8, and reporting to the Partnership & Philanthropy Manager, this role is of strategic importance to the development of the Corporate Partnerships team. The Corporate Partnerships Manager is central to delivering Focus Ireland's corporate fundraising programme.

### **Main Responsibilities:**

- Reporting to the Partnership and Philanthropy Manager, oversee the delivery of the corporate fundraising target and track income and expenditure versus budget and targets.
- Manage and lead the corporate fundraising team.
- Work collaboratively across the fundraising team and the organisation.
- Oversee cultivation and all aspects of the corporate donor stewardship process and put appropriate systems in place to manage this effectively.
- Deliver a programme of research on new prospects and develop high quality bespoke pitches, proposals, applications and concepts for winning new large scale partnerships.
- Work with senior management team where necessary to prepare for donor meetings and events.
- Ensure adherence to conversion rates, income target achievements and creating recovery plans if targets are not being met.
- Identify and engage in business development opportunities, networking, and engagement opportunities
- Develop materials required, and other communications materials for corporate supporters
- Developing a suite of corporate partner communications to build the brand, cases for support, web and social media materials that position Focus Ireland as a leading professional organisation for corporate support
- Work with the marketing and digital team to maximise marketing and brand opportunities
- Quality management of all key information in the donor database to ensure accurate reporting on activity is available, for ongoing partnership development activity and effective moves management etc.
- To compile and share detailed reports / performance analysis / identify areas for leverage and opportunity.
- Development of on-going high quality campaign materials as required.
- Attend events and conferences to build Focus Ireland's profile within the corporate sector and identify opportunities to present Focus Ireland's work to prospective and existing donors.

### **Key requirements:**

- 3+ years relevant experience, with proven track record of securing high-level multi annual corporate donations.
- Relevant 3<sup>rd</sup> level qualification.
- This role requires a relationship development skills, and proven project and event management skills

- Project and budget management.
- Ability to work as both a key member of a team as well as proactively working alone.
- Ability to work to tight deadlines.
  
- Excellent relationship management skills with proven experience in account/ customer/donor management.
- Proven experience in stewardship and developing new business.
- Proven ability to deliver on financial targets.
- Excellent presentation, written and verbal communication, and organisational skills.
- Excellent.
- Strong business and commercial acumen.

### **General:**

- To undertake any work as delegated by the Partnerships and Philanthropy Manager.
- To engage in regular one to one sessions with the Partnerships and Philanthropy Manager.
- To participate in relevant training and development courses as agreed with the Partnerships and Philanthropy Manager.
- To ensure confidentiality on all matters and information obtained during the course of employment.
- To present and act in a professional manner at all times.
- To demonstrate creativity, drive, dynamism, commitment, attention to detail and best practice in all activities.
- This role will be based in Christchurch but with requirements for travel and out of hours activities.
- To be vigilant to any Health, Safety and Welfare risks in the workplace.

### **Information Technology:**

- Ensure information systems are maintained and kept up to date as appropriate.
- Ensure compliance of charities regulation, data protection acts, governance and best practice.
- Well experienced in MS Office and CRM software (preferably Microsoft Dynamics).

### **Self-Development:**

- To assume responsibility for his/her own professional development and safe work practice.
- To keep abreast of current developments in the NFP sector.