

Job title: Partnerships Assistant	Responsible for:	Reporting to: Head of Partnerships
--------------------------------------	------------------	---------------------------------------

OVERALL PURPOSE OF JOB:

To be the support 'hub' of the Partnerships Team. This role will be varied and provide support for the whole team including Corporate Partnerships, Trusts and Foundations, and Major Donors as directed and agreed by Head of Partnerships.

The postholder will:

- a. Provide high quality and timely research into prospects.
- b. Draft funding applications and reports.
- c. Assist in developing corporate partnerships.
- d. Assist in building a comprehensive major donor programme.
- e. Contribute to the continuing success of the Trusts programme.
- f. Maintain accurate and up to date supporter records.
- g. Be responsible for all aspects of Fundraising from Corporate Foundations.
- h. Help raise awareness of the work of ABF The Soldiers' Charity.

Key Working Relationships

Internal: Director of National Fundraising, Head of Partnerships, Director of Regions, Head of Events, Database & Business Intelligence Manager, Regional Directors of Fundraising; Executive, Trusts and Major Donors.

External: Current & Prospective Supporters, Agencies, Suppliers.

MAIN DUTIES

The following activities are intended as a guide to the main responsibilities of the post and are not an exhaustive list of duties and tasks. The post-holder may be required to undertake other duties that are not listed below, at the direction of their manager. The job description may be amended from time to time after consultation with the post holder. With guidance from the Head of Partnerships:

2. Take responsibility for the Small Trust Mailing, working closely with the Trust and Major Donor Manager and Regional Directors.
3. Responsible for a Corporate Foundation recruitment programme, entailing research and selection of appropriate targets, drafting and sending applications, thanking, stewardship and reporting.
4. Identify opportunities to add value to existing partnerships and increase income

through strategic account development plans.

5. Work with Corporate Account Manager to develop new corporate relationships and maintain existing relationships.
6. Work with Trusts and Major Donor Manager to research, cultivate and develop the Major Donor Programme.
7. Work with Trusts team to identify and research prospective Trusts and Foundations, building a strong pipeline of potential supporters.
8. Work with members of the Partnerships Team on cultivation and fundraising events.
9. Process and keep accurate records of Trusts, Corporate and Major Donor income and expenditure on behalf of the team and thank unsolicited donations.
10. Lead on updating the Partnership Team website pages, liaising with the Digital Communications Officer.
11. Research prospective Corporate Partners, Trusts and Major Donors to compile a list of suitable prospects to approach for different types of partnership, recording results and presenting output in a logical manner.
12. Liaise with Welfare and Grants team and other colleagues to ensure that information is available for reports and applications.
13. Working with team in implementing procedures and processes to ensure accurate batching of all partnership income. Ensure all process documentation is kept up to date.

Additional tasks

14. Coordinate copy for the Partnerships section of the website, Facebook page and Twitter.
15. Liaise with external suppliers as required.
16. Undertake other administrative duties relating to team activity as directed by the Head of Partnerships.

This post has the following special circumstances:

17. Willingness to travel across the UK and attend/assist in fundraising events when necessary and to travel to ABF The Soldiers' Charity Regional offices where appropriate.
18. Willingness to work some unsociable hours.

PERSONAL SPECIFICATION

Essential Knowledge & Experience

- 19. Graduate or above level of education
- 20. An understanding of general fundraising principles and good practice.
- 21. Knowledge of office administration systems.
- 22. A knowledge of CRM databases, data entry and financial processing
- 23. A sound understanding of the importance of good customer care.

Essential Skills

- 24. The ability to understand and follow routine office procedures.
- 25. The ability to communicate effectively both orally and in writing using correct and appropriate language, grammar, organisation and structure.
- 26. Proficiency in Microsoft Office 365 – in particular, Word, Excel and email.
- 27. Strong attention to detail.
- 28. Methodical and analytical approach to financial processing & resolving administrative issues.
- 29. Ability to use initiative and demonstrate self-motivation and self- management.
- 30. Excellent investigative and problem-solving skills.
- 31. Effective time management.
- 32. Working in an office environment as a member of a team. Ability to build good relationships with other team members and internal & external contacts.

Agreed by:

Date:

Published Date: