



## Role Profile

<b>Job Title:</b>	<b>Partnerships Manager</b>			
<b>Grade:</b>	7			
<b>Salary:</b>	£20,323 (FTE £33,872)			
<b>Hours:</b>	21			
<b>Contract Type:</b>	Permanent			
<b>Location:</b>	Kent and Medway			
<b>Responsible to:</b>	Head of Income and Engagement			
<b>Responsible for:</b>	Corporate volunteers and supporters			
<b>Committed</b>	<b>Curiosity</b>	<b>Connected</b>	<b>Collaborative</b>	<b>Compassionate</b>

### Background

Oasis is a passionate and ambitious organisation committed to tackling the causes and consequences of domestic abuse on families. We are known in Kent & Medway for our dedicated, independent services that have been supporting the cause with a local focus for many years. We offer a range of services across Kent & Medway to women, children and men. We take a whole family approach to the issue of domestic abuse, and we have developed guiding principles that shape the way we work.

### Purpose of the role

To lead and manage the charity's partnerships programme, identifying partners from the business community and delivering excellent prospect stewardship to maximise sustainable, multi-year income and high value partnerships.

You will create approaches and opportunities that inspire business prospects and motivate them to support our cause as we strive to achieve our strategic goals. You will encourage partners from the business world to not only support financially, but to create true partnerships for change (this may include helping service delivery, the receipt of training or support with volunteering).

You will manage the stewardship of all businesses giving pro bono support, building long lasting relationships.

You will be highly motivated with first class interpersonal, networking and influencing skills; a strong communicator with an understanding of the corporate sector. You will be prepared to work flexibly (there may be early morning, evening and weekend work) and you will also be expected to undertake any other duties that may be required by the management team to deliver the fundraising strategy.

Finally, you will be expected to show that you care those affected by domestic abuse and understand our vision and values.

### **Key Responsibilities**

- To generate income from high value partnerships with the business community, ensuring a good return on investment.
- To identify new fundraising approaches to develop successful, durable relationships with existing and potentially new partners.
- To develop mutually beneficial partnerships with business leaders, including charity of the year propositions, multi-year giving, sponsorship, training and volunteering opportunities.
- To develop and manage high quality stewardship plans for prospective and existing partners, collaborating with colleagues, managers, and trustees to maximise networking opportunities.
- To steward all businesses giving pro bono support; this includes solicitors and law firms providing advice through our One Stop Shop offer.
- To act as a key spokesperson for Oasis, delivering pitches and presentations, building our reputation and profile within the business community.
- To research corporate giving programmes and identify appropriate funding and engagement opportunities.
- To work with our HR team to recruit and steward corporate volunteers utilising skills and resources available when needed.
- To work with the Business Development Team to identify new partnership opportunities and service improvements.
- To work with fundraising colleagues to ensure coordinated approaches to supporters.
- To work in partnership with all other departments across Oasis, ensuring the public image of Oasis is maintained and enhanced.
- To keep informed of market trends and developments in the corporate sector.
- To be aware of and adhere to the Fundraising Codes of Conduct and Codes of Best Practice.
- To maintain a confidential, sensitive and discreet approach to personal, sensitive and organisational information.
- To keep comprehensive, timely and accurate records, using Donorfy, our fundraising database.
- To undertake training and attend internal/external meetings as required.
- To carry out any other duties as required by the Head of Income and Engagement.
- Oversee day-to-day line management of the team, taking accountability for performance, development and wellbeing, while ensuring clear direction, support, and delivery of business goals

## Review arrangements

The details contained in the Job Description, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, we will expect to revise this job description from time to time and will consult with the post holder at the appropriate time

**Oasis Domestic Abuse Service is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

Person Specification	Essential	Desirable
<b>1. Knowledge Experience and Skills</b>		
A track record of securing income from the business community, including pitching and meeting targets	Y	
A track record of excellent donor account management to grow income	Y	
A track record of excellent stewardship to attract and retain partners	Y	
Excellent ability to identify new partnership opportunities and supporters	Y	
Excellent time management skills with experience of managing competing priorities and meeting deadlines	Y	
Experience of developing and communicating a case for support	Y	
Experience of developing tailored initiatives specific to the donors and/or charity's requirements		
Experience of using a contact management database to manage donor relations	Y	
Excellent IT skills across a range of software and platforms including MS Office	Y	
Excellent presentation skills and the confidence to represent the charity within the business sector	Y	
Experience of building and maintaining networks and working with stakeholders to form helpful relationships	Y	
Ability to self-direct workload with excellent prioritising, organisational skills and a dynamic and flexible approach	Y	
A good understanding of the importance of confidentiality	Y	
An understanding of why businesses support charities	Y	
Knowledge and understanding of the impact of domestic abuse		Y
Knowledge of the Charities Act and good practice in relation to corporate fundraising	Y	
Knowledge of the professional services and legal sectors		Y

Creativity and strategic thinking in the development of potential ideas and projects	Y	
Clean driving licence and use of own vehicle	Y	
<b>2. Emotional intelligence</b>		
Working with the values of compassion, connection, collaboration and commitment	Y	
<b>Self Awareness:</b> recognizing own emotions, strengths and limits, being self-confident	Y	
<b>Self Regulation:</b> having self-control, honesty, accountability, flexibility and being welcoming of new ideas.	Y	
<b>Motivation:</b> drive to achieve the best outcome, ability to align with the values and goals of the organization, opportunistic, persistent	Y	
<b>Empathy:</b> understanding others, developing others, client focus, cultivating diversity, able to read and work with group/ team dynamics.	Y	
<b>Social skills:</b> able to influence, convincing and adult communication, inspiring messages, able to drive change, nurturing of instrumental relationships, working together on shared goals and able to create group synergy.	Y	