

Job Description for Corporate Partnerships Executive

Reporting to: Director of Fundraising & Communications

Salary: £34,000

Location: Variety HQ, Camden Town, London (hybrid working with 3 days in the office per week)

Hours: 9am to 5pm

ABOUT THE ROLE

Variety is looking for a Corporate Partnerships Executive to support the development and delivery of our corporate partnerships portfolio and to support securing new partnerships. Our corporate supporters are key to achieving our mission to fund life-changing practical support to disabled and disadvantaged children and young people across the UK. You will be joining the charity at an exciting time as we launch a three year strategy to drive ambitious growth, with a new Director of Fundraising in place. You will support the delivery and development of sector-leading partnerships.

You will play a key role in our collaborative and high-performing team, working across the fundraising team to develop corporate leads from our high profile events and supporters, support our existing partnerships and drive corporate engagement to achieve our goals.

ABOUT VARIETY

In the UK, there are more than 1.3 million disabled children and nearly four million children living in poverty. Variety exists to improve their lives. We believe every child has a right to live their best life and reach their full potential, whoever they are. We fund and deliver life-changing programmes that enhance their quality of life and give children and young people across the UK a better future.

Over the past 75 years we have supported over one million children by funding almost 6,000 Sunshine Coaches, almost the same number of wheelchairs, and giving thousands of grants to individual children, schools, youth clubs and other organisations for specialist equipment. Variety is also involved with a number of capital projects which transform the facilities of hospitals and

SEN schools. In addition, each year tens of thousands of children take part in day trips, special events and educational activities as part of our Variety Great Days Out programme and every single day we are improving more young lives. We do it with practical, tangible help. Help that makes a real and immediate difference.

KEY RESPONSIBILITIES

- Support the account management of corporate partnerships, delivering first class stewardship, increasing engagement and supporting delivery for maximum potential for Variety
- Research business leads to feed the corporate pipeline and new business approaches, identifying prospects
- Keep partnership account plans up to date including fundraising, communications, finance and impact reporting, ensuring we meet key deadlines
- Send fundraising materials to supporters and corporate partners to enhance staff fundraising and engagement
- Attend Variety fundraising and awareness events, maximizing engagement opportunities for corporate partners and building relationships with supporters, while working closely with the services and communications team
- Managing a portfolio of smaller partnerships, giving great stewardship and ensuring donations and fundraising come in as planned
- Support budgeting of income from partners and reforecasting income
- Support administration in fundraising including sending out materials, replying to general enquiries, creating proposals and invoicing partners
- Participate in staff meetings, fundraising team meetings and contribute to the success of Variety's fundraising strategy
- Represent Variety externally at events and cheque presentations

SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES

Essential

- Experience of two years working on a fundraising team
- Experience of attending events and representing a charity
- Experience of donor stewardship and excellent customer service
- Good writing and communication skills
- Good organisational skills and multi-tasking during busy periods
- Enthusiastic, energetic, self-motivated
- An understanding of corporate fundraising

HOW TO APPLY

Please submit your CV with a covering letter explaining why you'd make a great candidate for this role.

Applications will close on Monday, 16th June at 5pm with interviews taking place week commencing 23rd June. For an informal chat or questions about the role contact Lindsey Cape on: lindsey.cape@variety.org.uk

We expect demand for this role to be high and will be shortlisting as applications arrive, and suggest early submission. Please let us know if you have any accessibility requirements or need any adjustments for the interview.

MAIN BENEFITS, TERMS AND CONDITIONS

25 days holiday (we also normally give between Christmas and New Year off, but this is not contractual). In addition, after one year's continuous service, there will be an extra 2 days annual holiday for every complete year of service, up to a maximum of five days' extra holiday.

Pension 7%, Life Assurance 4% of annual salary, Company sick pay scheme, medical cover.

EQUALITY DIVERSITY AND INCLUSION

Inclusion is one of our key values and it is our ambition to recruit great people from diverse communities.

We welcome and encourage applications from suitably qualified candidates regardless of age, disability, sex, gender reassignment/identity, sexual orientation, pregnancy/maternity and or marriage/civil partnership status, race, religion or belief.

Please let us know if you have any access requirements which we might need to consider in relation to the selection process.

