

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Corporate Partnerships Executive
Department	Public Engagement
Unit (if appropriate)	Major Partnerships Unit
Grade	4
Salary	£33,123 per annum
Contract type	12 months maternity cover, full time (34.5 hours per week)
Reporting to	Senior Corporate Partnerships Executive
Responsible for	Volunteers and Interns

Overview of Department

The Major Partnerships Unit seeks to facilitate transformative change by bringing together key players to deliver income, increase influence and impact, and raise the profile of Plan International UK. The unit works across trusts, major donors and corporates and has seen remarkable growth in recent years – from £2m in 2007 to £9 million last year.

The funds raised by the Unit support Plan International UK's work with children and their communities to help realise children's rights. We work across a range of sectors, including education, health, child protection, child participation, economic security, disaster relief, water and sanitation.

The Corporate Partnerships Team is responsible for increasing income, profile and influence through existing and new corporate partnerships. The team is high-growth, exciting and innovative. We foster an open and energising environment, highly conducive to cooperation and collaboration. This is a role within a fun, fast-paced, ambitious team eager to build on success and to make a positive difference in developing countries through Plan's work.

We have an enviable range of funding options including high-impact programmes and bespoke projects. This, combined with Plan International's reputation of excellent accountability and programme delivery, makes Plan International a competitive proposition to be considered alongside all major international development players.

Job Purpose

To manage and develop a portfolio of corporate partnerships; building excellent relationships, achieving and exceeding income targets, and creating and developing account strategies which leverage relationships to create maximum value for Plan International UK.

Key Deliverables	Key Activities
Strategy	Work with the Senior Corporate Partnerships Executive to devise, develop and implement strategies and detailed action plans for each of the corporate partners under your responsibility.
Partnership Management	<ul style="list-style-type: none"> Act as the lead professional representative of Plan International UK for the accounts you are managing.

	<ul style="list-style-type: none"> • Manage and support a portfolio of corporate partnerships – providing excellent account management and maximising their value by e.g. securing pro-bono support, skills based volunteering, and cause-related marketing products • Manage fundraising income from various sources for each corporate partner, using the CRM database to concisely and accurately report back to donors on a regular basis. • Manage partnership expenditure budgets, controlling them effectively to increase ROI and advising of any over or underspend. • Monitor, evaluate and report monthly on progress against KPIs and targets, activities, budgets as well as to flag trends, issues, risks or complaints. • Supported by the Senior Corporate Partnerships Executive, ensure that corporate partnerships within your portfolio, and those you support, are managed within an agreed strategy and to targets which fit within Plan International UK's business plan, strategic objectives and ethical guidelines. • Contribute to the development and delivery of a PR and marketing plan for your partnerships, where appropriate. • Prepare engaging and inspiring proposals, plans and reports as necessary. • Prepare and deliver presentations and speeches at partnership events • Input creative solutions to maximise opportunity. • Meet income targets as set by the Senior Corporate Partnerships Executive and the Corporate Partnerships Team Manager.
Networking and sector knowledge	<ul style="list-style-type: none"> • Attend appropriate networking and stakeholder events. • Follow the developments nationally and globally in the field of corporate fundraising and CSR. • Maintain knowledge and understanding and keep abreast of developments within Plan International and the development sector in order to communicate and negotiate with key stakeholders.
New Business Development	<ul style="list-style-type: none"> • Produce and deliver high quality, bespoke propositions to develop new income streams from existing partners. • Where requested, support the Senior Corporate Partnership Executives through active engagement with the new business strategy, networking and being a key member of pitch teams and handover plans.
Collaboration	<ul style="list-style-type: none"> • Support the development of shared strategy and approaches with the Philanthropic Partnerships Team where appropriate. • Support collaboration with the Global Corporate Function and other Plan National Offices to ensure that potential international partners are fully explored and maximised. • Keep Plan International (International Headquarters) informed about new partnerships that could cross National Office territories. • Leverage support for Plan International's campaigns and advocacy activities from your partners • Ensure strong collaboration with the Partnership, Grants and Programme Team to secure new partners and funding in line with Plan International UK's programme strategy and ensure partnerships are aligned as strategically and programmatically as possible. • Participate in inter-departmental working groups, department

	<p>meetings and contribute to the overall smooth operation of the Public Engagement Directorate.</p> <ul style="list-style-type: none"> • Support the co-ordination of internal communications to ensure all departments are accurately informed about projects being implemented and partnerships being account managed. • Work closely with the Partnership Grants and Programme Team to present potential projects to donors. • Work cross departmentally where necessary on joint initiatives.
Systems and processes	<ul style="list-style-type: none"> • Ensure compliance with Plan International's identity, copy approval procedures and charity law. • Support your manager to manage risk, maintain and protect Plan International UK's brand equity and build Plan International UK's brand awareness where possible across new corporate partnerships. • Support the development of accurate, up to date and highly organised administrative systems to maximise the efficiency of projects and activities and to enable excellent customer service. • Regularly update Plan International UK's database to ensure complete and accurate corporate records are readily available. • Produce monthly reports detailing results and activities. • Work within Plan International UK's corporate ethical policy.
Other Duties	<ul style="list-style-type: none"> • Undertake other tasks and projects as requested by the Senior Corporate Partnerships Executive, Team Manager or Head of Major Partnerships Unit. • Undertake special projects, consistent with the aims and objectives of the department and Plan International UK. • Represent Plan International UK at external events and meetings as required and subject to availability if outside normal working hours. • Co-ordinate and supervise volunteers and interns where necessary. • Support recruitment within the corporate team as required. • Arrange, manage and accompany overseas field visits, where appropriate – ensuring objectives are met (and exceeded) and drive value to both Plan International and the corporate partner • Assist with the co-ordination of and attend events for corporate supporters.

General	<ul style="list-style-type: none"> • Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims of the organisation and with policies and procedures. • Participate in training and other activities as requested
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Awareness and Representation	<ul style="list-style-type: none"> • Commitment to Plan's position on promoting girls' rights and gender equality, and integrating this into all aspects of work. • Commitment to child safeguarding and to being confident and competent in meeting safeguarding responsibilities
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Level of Child Protection Responsibility	Standard - Commitment to uphold to Child Protection guidelines at all time.
Level of Budgetary Responsibility	Limited - Post has delegated or functional responsibility of budgetary control.

This is not intended to be an exhaustive list. Your job description may be subject to change.

Date Created	Revised June 2017
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

Job Title	Corporate Partnerships Executive
Department	Public Engagement
Unit	Major Partnerships Unit

PERSONAL COMPETENCIES

Competency Title	The successful candidate will be able to....
Communicating with all stakeholders	<ul style="list-style-type: none"> • Provide a high level of customer service to all internal and external stakeholders. • Communicate effectively – both in writing and through presentations with the ability to adapt styles to meet the needs of different audiences both tactfully and diplomatically. • Have the ability to persuade and enthuse others. • Build objective lines of argument/rationales for action and present viewpoints assertively. • Network with and influence senior people both internally and externally. • Be a team player with an innate ability to network and form effective and constructive working relationships across the whole organisation.
Working effectively and efficiently	<ul style="list-style-type: none"> • Use resources in a cost effective manner. • Balance efficiency and effectiveness in your work. • Effectively manage, monitor and negotiate donor budgets and licencing agreements • Manage projects successfully and complete within time and budget. • Be creative in problem solving – analysing situations and proposing solutions where problem solving is not straight forward. • Be highly proactive – working on own initiative with a flexible attitude to work but to be able to manage a wide and varied workload, using strong organisational skills.
Demonstrating Plan values	<ul style="list-style-type: none"> • Maintain interest in the fundraising and the developing world and be aware of all new opportunities as they may arise. • Demonstrate vision and creativity.

RELEVANT EXPERIENCE

The successful candidate will have experience of
Working in in a busy corporate fundraising team or a corporate environment
A proven track record of establishing and building relationships at all levels with tangible results
Experience / understanding of growing / upgrading accounts and developing different strands within partnerships e.g. cause related marketing, employee fundraising

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Demonstrate an awareness of child protection issues	A demonstrable passion and interest for international development
Achieve individual or team financial targets	The issues facing a not for profit organisation in international development fundraising
Think creatively and to develop tailor made propositions	Corporate fundraising techniques including fundraising law and principles
Manage and monitor budgets/targets	CSR
	The issues facing a not for profit organisation in international development fundraising