**RUTH STRAUSS FOUNDATION**

**JOB DESCRIPTION**

**Job Title:** Partnerships Manager

**Salary:** Commensurate with experience

**Responsible to:** Head of Fundraising, Ruth Strauss Foundation

**Accountable to:** Board of the Ruth Strauss Foundation

**Hours per week:** Five days per week

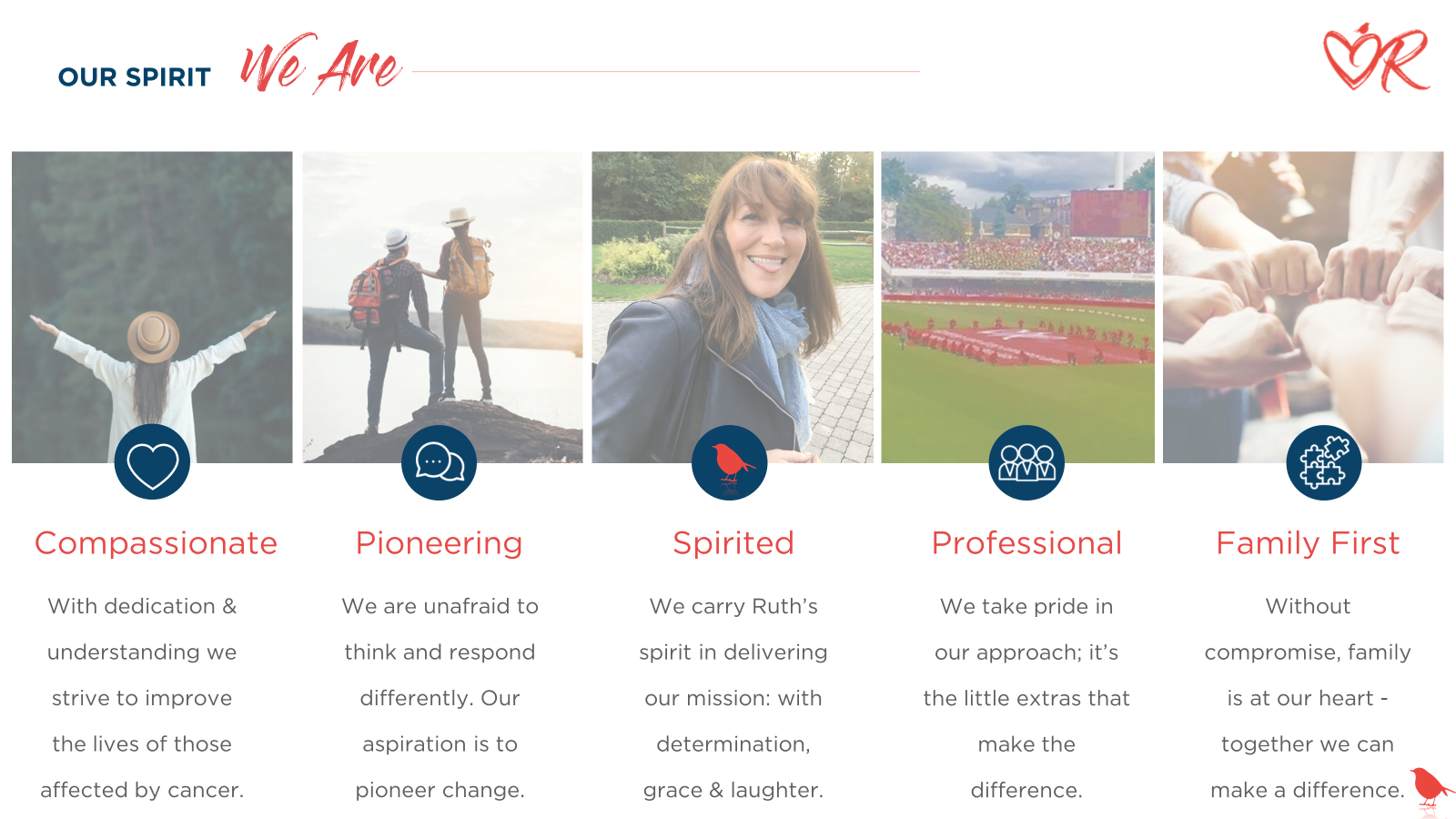
**Location:** Home based to begin with, then office based (Lord’s Cricket Ground NW8) when the ground re-opens subject to Covid-19. May require some travel to meet partners and attend events

**Ruth Strauss Foundation**

Early 2018, Ruth Strauss, wife of Sir Andrew Strauss the former England cricket captain, was diagnosed with an incurable lung cancer that affects non-smokers.  Ruth died on December 29th 2018; she was 46 years old and mother to two children, then aged 10 and 13.

In her memory, Sir Andrew has launched The Ruth Strauss Foundation to:

* Provide emotional support for families to prepare for the death of a parent from cancer
* Raise awareness of the need for more research & collaboration in the fight against non-smoking lung cancers.



**Job Purpose**

We are recruiting for a Partnerships Manager to join our Fundraising team.

We have recently developed our fundraising strategy and secured support to invest in high-value fundraising from corporate and other partnerships. Our ambition is to secure and retain corporate partners, both long-term and high value. The Partnerships Manager will play a vital role in developing our approach and ensuring that both current and new partners are passionate about fundraising and aware of how valuable their support is.

Part of a small team, you will develop and manage a portfolio of relationships with a group of corporate partners and lead on both account management and securing new business, in the form of sponsorship and other funding, and have a solid understanding of best practice in corporate fundraising.

**Key relationships**

* Head of Fundraising of the Ruth Strauss Foundation
* Executive Team of the Ruth Strauss Foundation
* Foundation Partners and Prospects
* Board and Fundraising Advisory Group of the Ruth Strauss Foundation

**Role Profile and Key Responsibilities**

Develop approach to partnerships fundraising and the processes required to effectively support these partnerships.

* Lead on pitches for and secure new partnership opportunities
* Maximise planned income from partners, exploiting their fundraising potential and retaining accounts.
* Generate new income, working proactively to strategically grow these key relationships
* Develop and, with the wider Fundraising Team, implement a focused calendar of fundraising activities and activation stewardship opportunities specifically for Partners.

To achieve these objectives the post holder will be expected to:

* Provide exceptional account management for partners, ensuring they achieve targets and objectives.
* Develop and deliver robust partnership plans, maximise income generation and provide strategic direction for growth within each account.
* Generate income through a diverse fundraising mix - including employee fundraising, events, cause related marketing, payroll giving.
* Work with RSF stakeholders to support the identification of new opportunities and research and qualify new prospects
* Implement a calendar of activities for partners and develop new activations to boost engagement
* Ensure that evaluation and reporting on the impact of partnerships takes place in a timely manner.
* Maintain accurate budget and forecast figures for each corporate partner, supporting the Head of Fundraising with budgeting, phasing, and reforecasting of income.
* Manage and organize production of compelling materials for bespoke campaigns and work closely with colleagues to ensure RSF campaigns are integrated into our partners’ plans.
* Draft agreements and contract content for partners at all levels
* Use the (Salesforce) CRM system to build your pipeline and account management plans, and record all contact touchpoints and documents in a compliant manner
* Ensure that record keeping is efficient and effective, inputting relationship and contact details on to the database, and ensuring records remain up to date and accurate.
* Stay abreast of developments in fundraising from the corporate sector

**What we are looking for:**

In addition to someone who can embody the spirit of the RSF, you should also have the following skills and experience:

* Experience of working in corporate partnerships / CSR / marketing / sales
* Experience of working on Charity of the Year partnerships or generating income through creative corporate fundraising activations.
* Experience of business development and pitching
* Budget management experience
* Ability to influence, persuade and negotiate using interpersonal skills with various stakeholder types
* Competent user of Microsoft Word, Excel and PowerPoint and experience of client / supporter databases
* Confident and self-assured with creative flair and innovative approach to work
* A willingness to adapt and be flexible. There are often new projects, changing priorities, and new processes that you will need to embrace.
* Motivated by achieving targets, managing multiple tasks, and working to deadlines
* Ability to undertake travel, including overnight stays

Desirable

* Experience of working with HNWIs and/or grant-giving bodies
* Familiar with the Institute of Fundraising codes of practice

**How to apply:**

**We are committed to being an inclusive workforce that fully represents many different cultures, backgrounds and viewpoints. We welcome applications that help us in our mission to be a place where you can be yourself and thrive.**

Please send your CV and covering letter to Rosie Ranganathan by 4th January 2021. [rosie.ranganathan@ruthstraussfoundation. com](mailto:rosie.ranganathan@ruthstraussfoundation.%20com)

Our intention is to interview shortlisted applicants via zoom week on 17th or 18th December 2020 with a view to appoint the successful applicant by late December 2020, subject to availability.

If you have any queries on this role, please contact Rosie Ranganathan [rosie.ranganathan@ruthstraussfoundation. com](mailto:rosie.ranganathan@ruthstraussfoundation.%20com)

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