

Job Title	Partnership Development Executive
Department	Philanthropy and Partnerships
Location	Vauxhall, London
Reports to	Partnership Development Manager – Case for Support
Salary	£23,4440 - £26,044 (plus London allowance of £3,500)

Job Purpose/Summary

We are seeking a Partnership Development Executive to play a significant role providing insight and support in developing our fundraising propositions and in the way, we thank and recognise our high value supporters.

The role will work with and across the Philanthropy and Partnerships (P&P) income teams to help build stronger partnerships with the P&P high value audience, and with colleagues at all levels across Marie Curie.

Working within the Insight and Partnership Development (IPD) team, this role will work across two functions (Case for Support and Stewardship) , playing a key operational role in developing compelling fundraising bids and proposals and supporting in the expansion of our high value stewardship programme across all audiences.

P&P is responsible for raising £11m from our most generous high value supporters, including individuals, charitable trusts, companies and statutory sources. P&P also has a highly successful and special event programme, reaching individuals and companies across the high value audience, with teams in London, the North West, Scotland and Northern Ireland.

You will play a key role in working across two key functions of the IPD team, Case for Support and Stewardship. Through the Case for Support function you will develop, tailor and write strong fundraising proposals, bids and pitch collateral whilst enabling P&P fundraisers with information, statistics and resources to produce high quality fundraising collateral. Equally you will work in the Stewardship function, supporting in the development of a strong stewardship framework and process from the initial thank you through to ongoing updates, reports and events.

Using your strong communication and relationship skills you will build key connections across Marie Curie, with colleagues across the UK and across departments, sourcing opportunities and packaging these for use across P&P. You will also use this knowledge to create key stewardship communications with our partners and our crucial senior volunteer network to ensure a deeper connection to our cause.

As a key member of our new and expanding IPD team you will support in providing a greater understanding of the impact of Marie Curie's services and translates this into meaningful copy and proposals for our audiences. The post holder will play a vital role in delivering across all P&P's income streams living our culture of 'one team one target', with a focus on ensuring all fundraisers and supporters receive exemplary support.

Marie Curie are here for people living with any terminal illness, and their families. Marie Curie offers expert care, guidance and support to help them get the most from the time they have left. To improve care for everyone at the end of their lives.

Key Relationships

The role will work closely with the Partnership Development Manager – Case for Support and with the Partnership Development Manager - Stewardship , fundraisers within P&P and members from across our Caring Services teams and wider organisation to fully understand Marie Curie’s work and the impact this has.

Duties and Responsibilities

Proposition Development

- Develop and package written summaries of Marie Curie’s key services, including all relevant resources that can be used for audiences across P&P
- Support on bespoke appeals and campaigns, supporting with sourcing information, collating content and writing a strong fundraising proposition that can be used across high value audiences
- Develop to become a team expert in Marie Curie’s services, supporting P&P fundraisers in sourcing information and case studies that can aid their proposals and pitches
- Support P&P fundraisers in the induction of new Senior Volunteers, ensuring they have up to date resources and information

Stewardship Strategy

- Work and support the Partnership Development Manager – Stewardship in the development of a high value stewardship strategy for P&P
- Be a team expert on stewardship, supporting to empower members of P&P to deliver their own basic stewardship
- Support on the development of a calendar of stewardship communications that can be utilised across P&P
- Use the database confidently and accurately to record supporter ’s information and consents in line with GDPR legislation

Stewardship Management and Delivery

- Delivery of a mass mailing programme across P&P, introducing new communications which can be utilised across a range of platforms
- Ownership and delivery of a Senior Volunteers Stewardship Programme, working closely with the team to introduce a calendar of communications and updating our closest supporters with ‘breaking news’ content.
- Work with P&P and the wider Fundraising team to develop stewardship plans that will enhance the supporter experience

Relationships

- Develop key relationships with colleagues across directorates, notably including our colleagues in Caring Services. As a strong communicator you will regularly meet with

colleagues across the organisation to learn of service development and fundraising opportunities, communicating this to relevant P&P fundraisers

- Display a credible and professional approach with key volunteers and supporters
- Support the engagement of a broader audience of senior leadership and volunteers in stewarding donors and partners
- Network with other sector professionals to develop specialised knowledge and share ideas across IPD and P&P
- Proactively participate in team meetings, training and conferences as agreed with the Partnership Development Manager – Case for Support, to develop an in-depth understanding of the fundraising sector

Team

- You will be line managed by the Partnership Development Manager – Case for Support, and matrix managed by the Partnership Development Manager – Stewardship to ensure cross team working and support across both functions
- Meet individual objectives and performance criteria and contribute to the overall strategy of the Insight and Partnership Development Team

Key Liaisons

- Colleagues from P&P, Fundraising and Engagement, Caring Services departments.
- Senior leadership including the Director of Fundraising, Executive Director of Fundraising and the Chief Executive's Office
- You will work closely with colleagues across the Insight and Partnership Development Team ensuring the team's work complements and enhances one another's.

General

- Marie Curie operates a no-smoking policy and the post holder should either be a non-smoker or be prepared not to smoke in any Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity
- Demonstrate a commitment to on-going registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health and safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive; it merely outlines the duties and is subject to change in consultation with the post holder.

Person Specification

Job title:

Partnership Development Executive

Criteria	Essential	Desirable	How Assessed
Experience	<p>Proven experience of writing cases for support or fundraising proposals/reports</p> <p>Experience and knowledge of stewardship materials, processes and how to engage a high value audience</p> <p>Knowledge of high value fundraising whether that be Major Gifts, Corporate Fundraising or Special Events</p>	<p>Experience of working with events</p> <p>Experience of working with a database</p> <p>Experience of working with supporter data and knowledge of GDPR legislation</p>	CV/Cover Letter/ Interview
Skills/Abilities	<p>Strong communication skills including over telephone, video conferencing or e-meetings and face to face</p> <p>Excellent writing skills with the ability to change tone for different audiences</p> <p>High level of IT literacy including knowledge of using Microsoft Word and Microsoft Excel</p>		CV/Cover Letter/ Interview

	<p>Excellent organisational skills and the ability to work well under pressure, meeting multiple competing deadlines</p> <p>Strong relationship building skills with evidence of working with senior stakeholders</p>		
Personal Qualities	<p>Strong team player</p> <p>Diplomatic</p> <p>Meticulous</p> <p>Naturally inquisitive</p> <p>Persuasive</p> <p>Creative</p> <p>Results orientated with a positive outlook</p>		
Other requirements	Willingness to travel as needed		CV/Cover Letter/Interview