

### Corporate Partnerships Executive **Grade: 7**

**Directorate:** Marketing & Supporter Development

**Location:** HQ, WWT Slimbridge Wetland Centre

**Reporting to:** Senior Corporate Partnerships Manager

**Main function of post:** To support the delivery of first class corporate partnerships, coordinate the corporate volunteering programme, and provide research support to the teams business development work.

**Supervisory responsibilities:** None

**Hours worked:** 37.5 hours per week

**Working pattern:** Monday to Friday

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### Main duties of the post

1. Support the delivery of corporate partnerships across the team, and directly manage a small number of corporate volunteering partners and corporate members.
2. Coordinate the corporate fulfilment plan, ensuring timely and professional fulfilment of funder requirements, working with colleagues in the corporate team and in relevant departments.
3. Send out regular communications to engage corporate supporters, and liaise with relevant departments to ensure WWT's corporate fundraising tools and promotional literature are current and optimised.
4. Support the corporate partnerships team to produce high quality, professional proposals, presentations and reports.
5. Provide research support to the team's business development efforts, building robust pipelines for relevant projects, exploring new sectors and opportunities, and tracking market activity.
6. Support the team in developing prospects and managing pipelines through the CRM database.
7. Coordinate the corporate volunteering programme, implementing promotional and development plans and working closely with WWT Wetland Centre colleagues to deliver a first rate and consistent volunteering offer to the corporate market.

8. Network at internal and external events, including attending corporate charity events/roadshows and WWT events.
9. Coordinate the funder payment and renewal schedules, including issuing invoices, and processing all income using both the CRM and internal processing systems.
10. Maintain all income and supporter records effectively through the CRM system, taking a lead as the ThankQ champion for the team.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

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**Date raised:** April 2017

**Amended:** April 2018

# Person Specification

## 1. Qualifications

### *Essential:*

- Educated to A-Level or equivalent

## 2. Experience

### *Essential:*

- Experience of partnerships management and developing relationships
- Experience of delivering communication plans with an understanding of marketing and communication channels
- Experience of researching markets to generate new business opportunities
- Experience of using CRM systems to manage client and prospect records, and financial processing

### *Desirable*

- Experience of sales and marketing in a target-driven organisation
- Experience of delivering volunteering opportunities for a corporate market
- Experience of working with creative teams to deliver content and collateral
- Experience of the ThankQ CRM database

## 3. Managerial & Supervisory

### *Essential:*

- No direct line management is required in this role.

## 4. Responsibility

### *Essential:*

- Responsible for ensuring all income is processed accurately (c.£600k a year), all data is accurate and all administration processes fulfilled
- Responsible for delivering the corporate fulfilment plan as agreed with corporate partners
- Responsible for coordinating the corporate volunteering programme
- Able to prioritise a heavy workload and meet deadlines, whilst responding to multiple demands from a variety of sources
- Able to work autonomously with minimal day to day supervision

### ***Levels of Responsibility:***

<b>Type of Responsibility</b>	<b>Level (£'s)</b>
Expenditure (exc. payroll)	£0
Cash Handling	£600,000 (cash handling)
Assets (required for job, exc. buildings)	£1,000
Visitors (per annum)	N/A

## **5. Creative Ability**

### ***Essential:***

- Ability to construct and write engaging, concise and accurate reports
- Ability to write clear and concise briefs and work effectively with creative teams
- Excellent organisational and planning skills
- Excellent attention to detail

## **6. Contact**

### ***Essential:***

- Excellent and persuasive communication skills, both written and verbal
- Ability to be passionate and inspiring when communicating about WWT's work
- Ability to liaise with stakeholders at all levels in a professional manner, including representing WWT at stakeholder and supporter events
- Ability to develop strong relationships with a wide range of people, both externally and internally across WWT, including developing relationships at a distance

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## **General Notes**

This is a full-time position, which will require work during some evenings and weekends to meet the needs of the post. Travel to other WWT centres and external meetings is a requirement of the post, which will necessitate some overnight stays. A current driving licence is essential.