

## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** Corporate Partnerships Manager

**REPORTS TO:** Head of Corporate Partnerships

**STAFF REPORTING TO POSTHOLDER:** None at present

**LOCATION:** London

**DURATION & HOURS:** Full time, 12 months fixed-term contract

### PURPOSE OF THE ROLE

This role will drive forward Farm Africa's corporate fundraising strategy; working to raise our profile in key sectors, maximise existing opportunities and develop new business leads. With a particular focus on growing a long term sustainable base of support from the food and farming sectors through the Food for Good network.

### KEY TASKS AND RESPONSIBILITIES

- ▼ **Provide excellent account management of corporate partners**
  - ▼ Build excellent relationships with specified corporate partners, working with them to develop partnership plans that maximise opportunities for fundraising and other forms of support.
  
- ▼ **Manage and develop Farm Africa's Food for Good network**
  - ▼ Manage all aspects of the Food for Good programme including identifying and securing new partners, delivering agreed activities and ensuring all relevant stakeholders are kept updated and provided with excellent support care
  - ▼ Identify opportunities for further partnership development with the Food for good network.
  
- ▼ **Identify and secure new business opportunities**
  - ▼ Conduct research and support in the development of approach plans for new business prospects and work with HOCP colleagues to prioritise and approach prospects.
  - ▼ Work closely with colleagues across the organisation to develop Farm Africa's case for support for corporates as well as a suite of supporting materials, proposals and templates.
  
- ▼ **Manage account budgets and contribute to strategy and planning**
  - ▼ Be responsible for developing annual plans and budgets for corporate accounts and work closely with the HOCP to activities are delivered
  - ▼ Work with the HOCP to plan develop and deliver the corporate partnerships fundraising strategy including pipeline planning stewardship development and new business conversion
  - ▼ Contribute to the budget, providing monthly reports on corporate accounts, monitoring performance against targets and contributing to regular re-forecasting.

✦ **External Relations Department**

- ✦ Participate and engage in departmental wide projects, working closely with colleagues across the organisation
- ✦ Be an active member of the External Relations team and work together to deliver shared objectives
- ✦ Deliver Ad Hoc tasks as required.

PERSON SPECIFICATION	
Essential	Desirable
<b>Education, qualifications &amp; other knowledge</b>	
	Educated to degree level or equivalent
	A relevant fundraising qualification e.g. Institute of Fundraising
	Experience of working in an international development context
<b>Experience</b>	
Significant experience of working in a corporate fundraising role, including proven experience of securing and managing partnerships	Experience of innovation and developing new products
Experience of contributing to and delivering a departmental strategic plan	
Experience of effective relationship management	
Experience of working to income targets managing budgets	
Experience of delivering corporate pitches presentations and representing the organisation at a range of events	
<b>Skills &amp; abilities</b>	
Proven excellent project management skills	Experience of using a supporter database, ideally Raiser's Edge.
Proven ability to establish relationships with a range of supporters, including high profile stakeholders	
Excellent written and verbal communication skills	
Ability to build effective relationships with colleagues and work collaboratively to achieve common goals	
Excellent financial management skills	
Strong administration skills	
Strong IT skills	
Ability to keep calm under pressure	
<b>Attitudes</b>	
A proactive, entrepreneurial and ambitious approach	
A genuine interest in international development	
Willingness to undertake training and continuous professional development	

Ability to meet objectives and tight deadlines under pressure	
Ability and willingness to undertake some travel to visit supporters and to occasionally work evenings and weekends as required	

Farm Africa seeks to employ those who believe that **farmers can and will play a key role in achieving long-term rural prosperity in Africa** and who seek to deliver on those beliefs by upholding our values.

### Farm Africa's Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

**EXPERT.** Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

**GROUNDLED.** Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

**IMPACTFUL.** We take a long-term view so we can deliver lasting changes for farmers and their families.

**BOLD.** We model innovative new approaches and are not afraid to challenge strategies that are failing.

Contact details:

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