

<b>Job title:</b> Corporate Engagement Officer	<b>Responsible to:</b> Corporate Partnerships and Events Manager
<p><b>Role</b></p> <p>Reporting to the Corporate Partnerships and Events Manager, the Corporate Engagement Officer will assist with the development and delivery of the charity's corporate partnerships programme through a number of engagement opportunities and events. This role will be responsible for account managing our portfolio of Silver Partners, researching new and warm leads, enabling the RNRMC to deliver tailored pitches and bespoke proposals to prospect donors and assisting with supporter stewardship. The role holder must be able to fit into a small, busy and growing team where the tasks require enthusiasm and focus.</p>	
<p>The main responsibilities of the Charity Champion Engagement Officer are:</p> <p><b>Corporate Partnerships</b></p> <ul style="list-style-type: none"> <li>• Account manage Silver Bridge Partners (corporate donors of £5-10k a year)</li> <li>• Develop and maintain prospect research and grow the corporate pipeline in collaboration with the Corporate Partnerships and Events Manager</li> <li>• Support the Corporate Partnerships and Events Manager in relationship management which could include copy writing, pulling information from RE, sharing resources and helping to manage the donor journey</li> <li>• Work with the Corporate Partnerships and Events Manager and the Marketing team to deliver fundraising communications to corporate partners and major donors. This will include pledge renewals, monthly e-newsletters, event invitations and occasional postal mail outs</li> <li>• Assess and monitor progress using agreed Key Performance Indicators</li> </ul> <p><b>Commercial Income Agreements (CIAs)</b></p> <ul style="list-style-type: none"> <li>• To create and manage all corporate income agreements and undertake the associated administration.</li> <li>• To develop relationships with all corporate income agreement partners and create a comprehensive and effective programme of stewardship.</li> </ul> <p><b>Event support</b></p> <ul style="list-style-type: none"> <li>• Work with the Corporate Partnerships and Events Manager to generate and secure event sponsorship opportunities from new and existing corporate contacts</li> <li>• Assist with delivering physical and virtual fundraising and stewardship events with a focus on guestlist management</li> <li>• Maintain detailed records in our supporter database, Raisers Edge, capturing relevant donor information in line with data protection laws with a goal of creating an organised, enduring data set available for future utilisation</li> <li>• Support the Fundraising and Marketing team in delivering the overall strategy through other ad hoc activities</li> </ul>	
<p><b>Person Specification</b></p> <p><b><u>Qualifications</u></b></p> <p>The role holder should be educated to A level or equivalent standard.</p> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• At least 3 years' experience in corporate or event fundraising</li> <li>• Experience in soliciting major corporate gifts and sponsorship</li> </ul>	

- Good demonstrable experience in project management
- Experience of developing relationships to achieve results within a fundraising environment
- Experience of negotiating and drawing up Corporate Income Agreements
- Knowledge of a wide range of fundraising initiatives including, events, COTY, sponsorship, brand association and strategic partnerships
- Confident handling of financial information, including budgeting, planning, and reporting
- Experience of providing team support
- Experience of working in a busy, high-pressured environment
- Excellent written and verbal communication skills and the ability to liaise with executives, supporters, internal teams, and various stakeholders
- Strong time-management and organisation skills
- A valid driving license and the willingness to travel on occasion are required
- Working knowledge of Gift Aid
- Working knowledge of GDPR

### **Skills**

The role will see the post holder constantly having contact with people from both within and outside of the organisation and they must therefore have:

- Knowledge of the Raisers Edge database
- Excellent presentation skills with the ability to convey key messages to different audiences in a clear and effective way
- Experience in composing pitching and proposal materials
- Experience with Microsoft Office applications (Outlook, Word, Teams, Excel and PowerPoint)
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### **Knowledge**

A knowledge of Naval or military environments and/or third sector would be beneficial.

### **Attributes**

- This is a corporate donor-facing role and therefore will suit a person with matchless interpersonal skills and a donor-oriented attitude, who can provide a friendly, compelling and engaging introduction to RNRMC, project a professional image, and present persuasive cases of support to potential corporates both large and small
- Self-motivated with the ability to use own initiative
- Ability to manage multiple tasks to time deadlines
- Strong attention to detail and accuracy
- Flexibility and the willingness to learn new skills
- Empathy with and support for the values, aims and objectives of the RNRMC