

Job Description and Person Specification

Job title:	Partnerships Manager
Location:	London (currently home based until new office location is determined)
Travel required:	None
Contract:	Permanent
Reports to:	Director of Fundraising and Communications
Direct reports:	This post has no line management responsibility
Criminal Records Check:	Enhanced DBS

About Changing Faces

People with visible differences are vulnerable to isolation, loneliness, social anxiety and low self-esteem. They face staring, harassment, bullying and hate crime. They experience lowered expectations in school, problems getting work and stereotyping in the media. This can have a devastating, and lasting, impact on their wellbeing - we know one in three people with a visible difference feel depressed, sad or anxious because of how they look.

Changing Faces is the UK's leading charity for everyone who has a mark, scar or condition that makes them look different. We provide practical, social and emotional support to people affected by disfigurement, we challenge discrimination and we campaign for a world that respects difference.

Changing Faces wants a future where everyone with a visible difference on their face or body has the confidence, support and opportunity to lead the lives they want.

Overall Purpose of Role:

- Lead on the development of new corporate partnerships that will deliver value for Changing Faces either financially and/ or strategically
- Lead on the development and management of existing corporate partnerships

Main areas of responsibility

Develop major new corporate partnerships

- Research and identify target industries and companies
- Identify Changing Faces projects that can be offered as partnership opportunities and package them so they are more compelling for companies
- Generate new leads through networking
- Identify potential key business networkers who have a relationship with Changing Faces
- Generate introductions and referrals to target prospects by meeting with key networkers and working with Changing Faces colleagues
- Secure meetings with target companies
- Undertake thorough research and preparation for meetings with companies

- Prepare inspiring, clear and persuasive pitches
- Follow up meetings with prospects promptly and efficiently
- Lead on the organisation of corporate engagement events as agreed with the Director of Fundraising and Communications

Develop and manage existing corporate partnerships

- Lead on existing corporate partnerships and identify ideas and opportunities to grow them
- Hold regular meetings with partners and keep them updated on key developments at Changing Faces
- Lead on the development of partnership communications and PR, with support from the Communications team
- Gain a thorough understanding of the objectives and business of our corporate partners
- Ensure that Changing Faces delivers on commitments to its corporate partners
- Keep accurate records of meetings and important communications with corporate prospects and partners

Relationship building

- To build effective relationships with colleagues at Changing Faces
- Involve the Fundraising Director and colleagues in approaches to prospects and existing partnerships, where appropriate
- Build relationships with relevant colleagues in other parts of Changing Faces

Strategy and Planning

- Lead on the development and implementation of the corporate partnerships strategy
- Accurately budget, forecast and record income and expenditure, using the database to record information, and keep accurate records of activity.
- Keep abreast of regulation and best practice in order to contribute to high standards across the team.

Criteria	Essential or Desirable
Experience of working in a corporate partnerships/corporate social responsibility/marketing/sales environment.	E
Experience of winning and delivering major charity & corporate partnerships (£100k+).	E
Experience of hitting financial targets.	E
Experience of writing reports.	E
Experience of creating and delivering winning pitches.	E
Ability to work effectively, collaboratively and sensitively with a wide range of stakeholders and service users	E
Strong commitment to Changing Faces values, vision and purpose and to keeping the voices of people with visible differences at the heart of all work	E
Willingness and ability to work flexibly in response to changing organisational requirements	E