

<b>Job Title:</b>	<b>Corporate Partnerships Manager</b>
<b>Reporting to:</b>	Head of Income
<b>Responsible for:</b>	No direct reports
<b>Hours:</b>	35 hours per week. Core working hours are 11am until 4pm, Monday to Friday. Work outside of these hours will be required in certain circumstances including hosting partners and socialising in our Members' Club.
<b>Contract:</b>	Full-time
<b>Salary:</b>	£29,000 per annum
<b>Location:</b>	The offices of The House of St Barnabas, 1 Greek Street, W1D 4NQ (currently home working). Travel within London will be required on an ad hoc basis to meet with partners.
<b>Start date:</b>	1 <sup>st</sup> June 2021

“Enter The House of St Barnabas - A public-minded private members’ club in London is demolishing stereotypes” – Dazed and Confused

Our mission is to break the cycle of homelessness.

We deliver our mission through our Employment Academy, through which participants experience a holistic programme of long-term support, helping them secure good work, a good home and a good network. When this programme is in progress, participants take on work experience throughout the House, in the club spaces and in our offices. The HoSB team act as professional buddies to those in office-based roles, working closely with them to provide skills training and to set a positive example of ways of working. This one-to-one support throughout the programme, and our wider club community of members and supporters, provides a supportive environment in which our participants can challenge themselves to change their lives.

Underpinning our Employment Academy is our vibrant member’s club based in our grade 1 listed building, right in the heart of Soho. Our member’s club further deepens our impact by:

- Providing a network for our participants of supportive mentors, employers, and friends
- Offering a training ground for those returning to work through real-world work placements in hospitality and office-based roles
- Convening creative conversations across sectors and disciplines working to break the cycle of homelessness

We fund our work through the profit we make from membership and private hire, combined, and matched with fundraising.

In order for our model to work, we aim to run an outstanding private members club; bringing together a diverse community of creative people who care about social change. We want them to experience high quality food and drink, a personalised service and an engaging offer of culture and events that entertain and enlighten.

We have exciting plans for the future. We intend to create a new entry point for those already in work but who want to progress from a first job after homelessness to “good work”, with better pay, more regular hours, and better prospects for promotion, and we intend to increase provision through our accommodation pathway. To do this we will need to grow our commercial income from both the club and private hire (including a potential building development project). We also want to better use the skills and connections of our community of members and supporters in pursuit of our aims.

## Job description

We are looking for a proactive and ambitious individual to help us cultivate, nurture and maximise relationships with partners. You will work across the House of St Barnabas ensuring we have a coherent and consistent approach to managing relationships. You join us at an exciting time with a new five year fundraising strategy and the ambition to secure an increased number of good work opportunities through our partners.

This is a unique entrepreneurial role generating income and new opportunities to deliver our Mission and Impact. You will work closely with senior staff and colleagues across the organisation. As a direct result of your work, we will have the income to fund our work and employment academy graduates secured in good work.

### Specific responsibilities include:

#### Grow the number and value of our partnerships:

- Identify new partnership opportunities across a range of sectors
- Research and develop a pipeline of corporate partners to expand available opportunities
- Prioritise large, multi-year partnerships whilst also understanding the importance of local, Soho-based partner opportunities
- Prioritise partners who share our good work values
- Prepare and deliver compelling and evidence-based pitches and presentations
- Deliver against income targets, KPIs and implement relevant parts of the Fundraising Strategy

#### Managing and developing existing partnerships:

- Account manage our portfolio of existing partners, stewarding relationships to ensure partnerships remain strong and mutually beneficial
- Further develop existing partnerships and identify new opportunities to deliver greater and more diverse income or support for our work
- Ensure all outputs are delivered effectively and on time. Identify opportunities to communicate partnership impacts
- Ensure the smooth running of all partnership events

#### Acquisition of Employer Partners:

- Identify and pursue partners who can provide suitable employment opportunities to graduates of our programmes in line with the Impact Team’s priorities
- Working closely with the Employment Academy to understand the needs of our graduates
- Deliver employment opportunities with partners in line with participant need

#### Supporting Others

- Develop, and keep up to date, materials for others to use in discussions with potential and existing partners
- Use our CRM system to record the status of partnerships across the organisation
- Coordinate regular sessions with colleagues to ensure a consistent approach to partnership management, supporting the allocation of leads in line with the pipeline and priority
- Liaise with colleagues to ensure coherent stewardship plans with appropriate recognition and rewards

**Recruit Corporate Members:**

- Work with partners, both new or existing, to become paying corporate members of the House
- Promote the benefits of corporate membership to all potential partners

**Maximise sponsorship opportunities across the organisation:**

- Scope out different sponsorship opportunities across the organisation; sitting with each team to identify opportunities internally
- Prioritise opportunities according to income potential
- Proactively seek out suitable sponsorship partners
- Potential opportunities might include room sponsorship, our art programme, each event stream

## Person Specification

To be successful in this role candidates should have proven experience developing partnerships within the charity sector. You should be able to demonstrate a proven track record in building, developing, and owning effective long-term relationships with new and existing partners, and in managing stakeholder relationships at all levels of seniority. The ideal candidate will be proactive, resilient, and used to managing competing priorities within a varied workload. They should be flexible and willing to perform varying duties depending on the shifting needs of the charity.

### Essential

- Proven track record of generating income within corporate fundraising
- Proven experience in both new business acquisition and account management
- Experience in delivering varied and successful proposals and projects
- Experience in pitching to potential new partners
- Experience of creating a managing a corporate pipeline
- An entrepreneurial flair ideally paired with corporate fundraising best practice
- A passion for our mission and model
- Strong commitment to diversity and inclusion
- Excellent attention to detail
- Highly organised and pro-active
- Able to work autonomously and to prioritise own workload
- Able to work on own initiative without high levels of supervision
- Able to critically evaluate and reflect on own performance

### Desirable

- A good working understanding of Salesforce or comparable CRM system
- Existing corporate contacts particularly within either Soho or the housing industry

## Key Internal Relationships

- Head of Income - for line management and direction
- Director of Impact - with strategic and operational direction for employer partners in particular
- Progression Manager - for good work and better work opportunities for participants and graduates
- Chief Executive - supporting partnership management as required
- Head of Marketing & Communication - to increase the number of corporate partners with their employees accessing our membership offer
- Trusts & Foundations Manager - to ensure a consistent communication to stakeholders and partners