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| **Job title: Partnership Development Executive** |
| **Reports to: Steve Pinchen** | **Reporting to job holder: Partnership Development Manager** |
| **Overall purpose:**Playing a key part in the success of the ambitious Partnerships, Engagement & Income team, within the H&W Income Generation function. This role is responsible for providing an exceptional experience to Ben’s employer partners, promoting, and implementing partnership activity, ensuring strong relationships in line with Ben’s fundraising strategy and organisational objectives. |
| **Principal accountabilities:****Planning and organising*** Ensure that all prospects and opportunities identified by the Partnership Development Manager are accurately recorded to generate sustainable funding and deliver income and expenditure targets.
* Ensure that all existing and new corporate partners records are updated with the most recent information to ensure that Salesforce is current at all times
* Ensure partners’ contact information and activity records are accurately maintained on the CRM system.

**Business focus*** Attend meetings and automotive industry events as requested by the Partnership Development Manager with accounts to develop and maintain relationships
* Support Fundraising colleagues to ensure that all data is up to date and accurate
* Collaborate with teams across H&W to ensure partnership and other objectives are met.

**Communication*** Maintain clear communications channels with internal teams, ensuring that data and feedback is shared and acted upon in a timely manner
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**Budgetary control*** Support business planning and budgeting process for Automotive Industry Partnerships

**Managing performance*** Promote positive employee engagement, performance and productivity across Automotive Industry Partnerships function and supports the delivery of Ben’s people focus across the wider health and wellbeing teams
* Attend team meetings (as required) – this may include travel and / or overnight stays

**Stakeholder relationships*** Work with Partnership Development Manager to produce and embed communications plans for partners that increase financial support, event participation and uptake of employer services and training
* Ensure the effective management of partners’ contact information and activities on the database.
* Communicate and actively encourage employer partners to support Ben’s programme of fundraising, commercial products and events.

**Achieving customer service excellence*** Work closely with the Partnership Development Manager to manage employer relationships and ensure a positive and seamless customer experience

**Additional duties*** Work within Ben policies and procedures at all times.

**This job description is not intended to be an exhaustive list of responsibilities and will be regularly reviewed and amended as necessary after consultation.** |
| **Deliverables – Key measures:****Planning and organising*** Work with the Partnership Development Manager and other Fundraising colleagues, to help plan and implement the corporate fundraising strategy for Ben.
* Co-ordinate and extract data, produces report and manage dashboards in Salesforce
* Co-ordinate GDPR assessments for all mailings, ensuring compliance with relevant policies and procedures

**Business focus*** Promote and sell Ben’s employer services and products including, but not limited to, BenTraining and BenWell
* Manage a portfolio of employer relationships, developing long-term partnerships, maximising opportunities for income generation
* Work with colleagues across the wider H&W Income Generation function to ensure that relevant promotional material is available and monitor stock levels if appropriate
* Produce reports and dashboards on employer partnership activity and income

**Communication*** Work with the Partnership Development Manager to agree and manage tailored communication plans for accounts
* Ensure all GDPR assessments are completed and recorded within Salesforce for all outbound promotional activity
* Communicate and engage with the Automotive Industry Partnerships team to ensure they are fully informed about matters which affect their day-to-day work and practice and develop their knowledge and understanding of Ben as an organisation

**Budgetary control*** Support the development of any future employer partnerships business case(s) for investment and / or growth plans

**Managing performance*** Agree personal and performance objectives with active participation in Ben’s annual appraisal process (including attending 12 month and 6 months appraisal review meetings).
* Agree the operational service KPI’s (with Partnership Development Manager) that the Employer Partnerships Executive is responsible for delivering
* Produce management information on monthly and quarterly basis and present to Senior Management Team (Heads of Services) as required
* Ensure monthly, quarterly, and annual reports are submitted as required in a timely manner.
* Participate in monthly review and quarterly performance review meetings.
* Attend team meetings (as required) – this may include travel and / or overnight stays

**Stakeholder relationships*** Manage queries and correspondence from partners, providing timely responses and recording all details on Salesforce
* Work with Fundraising and Automotive Industry Partnerships colleagues to ensure relevant, timely communications are sent to promote fundraising and employer services and training.

**Achieving customer service excellence*** Provide corporate partners with excellent stewardship, a good understanding of Ben’s work, and a positive feeling about their engagement.
* Ensure that all partners receive an exceptional experience when they interact with Ben

**Additional duties**There may be times when the partnership Development Executive will be required to support additional duties and / or projects. This will be discussed with the Partnership Development Executive and agreed with the Partnership Development Manager. |
| **PRIDE values**To embody and deliver the role of Partnership Development Executive in line with our values:-PassionateRespectfulInclusiveDrivenEmpowered |
| **Experience required (E = Essential / D = Desired):*** Previous experience of working in corporate fundraising/partnerships role in a client-facing role (E)
* Experience of writing and presenting successful proposals. (E)
* Demonstrable success in delivering high quality stewardship to corporate partners and individuals. (E)
* Experience of managing and delivering projects on time and on budget. (E)
* Working as part of a cross-functional team. (E)
* Knowledge of Salesforce NPSP (D)
 | **Technical Knowledge (E = Essential / D = Desired):*** Knowledge and understanding of corporate partnerships and relationship management (E)
* Knowledge of corporate and individual fundraising (E)
* Understanding of the automotive industry of its needs and requirements (D)
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| **Other significant role requirements:*** Excellent organisational and planning skills, including the ability to prioritise and manage own work under pressure.
* Excellent verbal and written communications skills, with the ability to articulate information in a persuasive manner.
* Excellent presentation skills.
* Excellent interpersonal and relationship-building skills with the ability to network, motivate and inspire individuals at all levels.
* Ability to analyse and interpret data.
* Ability to use own initiative, prioritise and demonstrate problem-solving approach
* Good attention to detail.
* High level of competency in Word, Excel, Power Point and databases
* Ambitious, innovative, self-motivated and target driven
* Energetic and enthusiastic with a high level of resilience
* Able to understand the automotive industry and present BEN’s work with authority
* Pro-active and solutions focused
* Responsible and accountable
* Enjoy working as part of a small team, often under pressure
* Ability to stay calm under pressure
* Flexible and adaptable
* Willing to work occasional evenings and weekends (if necessary)
* Willing to travel within the UK regularly
* Able to demonstrate a commitment to diversity and the achievement of equality of opportunity in both employment and service delivery.
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| **Date updated: 12th April 2022** |