

Job Title: Head of Corporate Partnerships	Responsible to: Director of Partnerships	Responsible for: Partnerships Officer
Location: London	Salary: £42,000 - £48,000 PA	Term: Permanent
<p>Department Purpose: To accelerate growth in income and partnerships across a diversified range of income streams, thereby achieving long term, sustainable income growth for the Foundation, increasing our impact for women entrepreneurs</p>		
<p>Job Purpose and Background You will play a leading role in defining how the Foundation enables businesses to deliver social impact for women entrepreneurs around the world through our strategic corporate partnerships.</p> <p>You will deliver a dynamic programme of fundraising partnerships with corporates and corporate foundations, growing the Foundation's income and strengthening our ability to influence changes in the ecosystem for women entrepreneurs. In addition to growing income, you will be creative and look for opportunities to form sustainable partnerships with businesses in other ways that support the Foundation's overall mission.</p> <p>To succeed in this position, you will have a proven track record of business development with experience raising funds from corporates, ideally in international development. You will be skilled at developing strong value based impact partnerships built on excellent interpersonal relationships, co-creation and strategic alignment, communicating the Foundation's programme in a compelling, inspiring way.</p> <p>You will provide excellent reporting, first class donor care, and bring strong networks and research skills. You are proactive and ROI-focussed, with the ability to work both independently and as part of an ambitious team. Knowledge of and a passion for women's economic empowerment would be highly desirable.</p>		
<p>KEY RESPONSIBILITIES:</p> <p>Leadership, Strategy, Planning and Reporting</p> <ul style="list-style-type: none"> • Provide leadership and strategic direction for our growing programme of corporate funding partnerships • Develop a strategy to expand and deepen our impact through large, highly strategic value based partnerships as well as a CSR offering • Work closely with the senior colleagues from programmes to develop a licencing and product development programme to strengthen sustainable income • With the Director of Partnerships to develop annual plans and budgets to grow funding from companies • Create, deliver and regularly review operational activity plans to solicit new corporate donors and increase the value and commitment of current donors • Create and deliver projects to achieve strategic priorities for the corporate partnerships programme as agreed <p>Operational Management - develop and deliver the corporate partnership programme</p> <ul style="list-style-type: none"> • Relationship manage our portfolio of corporate donors, overseeing the pipeline for all corporate partnerships • Develop our identity and profile with corporate funders, building strong relationships with key funding stakeholders and representing the Foundation at events and key engagement opportunities. • Maintain a deep current knowledge of potential funders and the evolving issues and opportunities for corporates in the WEE and WED areas, seeking out opportunities to position the charity for increased income, influence and impact • Deliver and implement a solicitation strategy to attract new individual donors to expand the high value individuals membership programme • Coordinate and where appropriate, lead on fundraising and cultivation events with corporate partners in the UK and overseas • Manage the budget for corporate partnerships – income and expenditure. Produce regular reports of income against plans and forecasts, and monitor day to day income tracking 		

- Develop a portfolio of communications materials that support our cultivation and prospecting of corporate relationships
- Work extremely closely with Programme teams to identify programme funding needs; develop new proposals, deep values led partnerships and design CSR products and offerings
- Produce donor reports leading donor monitoring meetings/calls and visits as appropriate
- Work closely with Founder's private office, specifically managing the relationship between the Founder and our corporate donors
- Work directly with the Founder; providing briefings and accompanying the Founder to meetings; UK and overseas meetings, trips and fundraising events – including private events hosted by the Founder
- Work closely with the CEO, programme colleagues and Directors to build strong corporate relationships and maintain a robust flow of intelligence on the goals and ambitions of the corporate sector in relation to women owned enterprises
- Ensure that CRM/donor database is kept up to date and donor record keeping and communications follow best practice and are compliant under fundraising and data protection legislation including new updates or new regulatory framework.
- Produce tailored high quality communications to donors – including on behalf of the CEO, Directors or Founder – and contributing to speeches and briefings as required
- Maintain solid knowledge of the interests and objectives of potential and current corporate partners in relation to women's economic empowerment. Alongside an in-depth understanding of the Foundations current strategy, programmes and programme ambitions
- Represent the Foundation with donors and delivery partners as appropriate
- With support from the Partnerships Officer develop a programme of research, trips and events to develop income from corporate partnerships

Staff management and development

- Provide effective line management to the Partnerships Officer - setting work plans, carrying out performance reviews and regular one to ones, and ensuring sufficient support in their professional development
- Recruit, train and provide inductions for new staff
- Build a positive, entrepreneurial and collaborative culture for the Partnerships team and contribute to shaping this culture across the organisation
- Role model the Foundation's values in your management style and interaction with staff

Management Team accountabilities

- Play an active part in the Management Team and contribute to collective responsibility in key areas including the Foundation's culture, impact and compliance
- Participate in the creation and implementation of consistent management approach and culture across the organisation in line with our values
- Identify and report on issues of compliance and risk, supporting SLT to mitigate
- Provide regular updates, share learning and report on activities across the organisation
- Empower staff within the Entrepreneurship team to develop and deliver programmes in line with appropriately delegated approach

This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Person Specification:

Essential Criteria

- A background in fundraising or high value business development, with experience developing corporate partnerships – with a proven track record of securing funding from corporate donors - you will have personally secured six figure contributions
- Experience creating and building strong, long term corporate partnerships based on shared strategic goals and values

- Demonstrable experience of developing a prospecting strategy and managing a corporate prospecting and stewardship programme
- Highly strategic with the ability to join the dots to identify areas of opportunity with corporations across a diverse range of sectors
- Experience of working with high profile people - with the ability to successfully influence people at all levels in a clear and persuasive way. Able to represent the Foundation at important donor meetings and other external forums
- Excellent written and verbal communication and presentation skills and an ability to communicate in a compelling and inspiring way with corporate leaders, high level employees and entrepreneurs
- Experience developing or advising on the creation of effective fundraising materials for corporate donor cultivation and events
- Ability to inspire donors and pitch ideas that capture their imagination and translate into financial commitments
- Experience working with donor databases and related systems
- Good time management and ability to manage multiple tasks with competing priorities
- An ability to demonstrate personal resilience and self-motivation under difficult circumstances including high levels of personal drive
- An understanding of and passionate commitment to international development and women's right
- Willingness to undertake travel – overseas and in the UK.
- Ability to work both independently and proactively as well as part of a team
- Excellent-organisational skills with the ability to meet tight deadlines
- Commitment to and knowledge of Cherie Blair Foundation for Women's programmes

Desirable Criteria

- One or more additional languages, apart from English
- Knowledge of international development, women's economic empowerment and entrepreneurship
- Previous experience of working in the international development sector and demonstrable knowledge of the key issues
- Experience raising money from one or more of the following - major donors, trusts, foundations or institutions
- Experience living and working in a low and/or middle income country

Job Applicant Privacy Notice

Data controller: The Cherie Blair Foundation for Women, PO Box 60519, London. W2 7JU

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Foundation collect?

The Foundation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Foundation process personal data?

The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond/ defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks.

The Foundation will not transfer your data outside the European Economic Area.

How does the Foundation protect data?

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Foundation keep data?

If your application for employment is unsuccessful, the Foundation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and
- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact enquiries@cherieblairfoundation.org stating 'SUBJECT ACCESS REQUEST' or telephone the Executive Office Manager on 0207 724 3109.

If you believe that the Foundation has not complied with your data protection rights, you can complain to the

Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based on automated decision-making.