Ymddiriedolaeth Natur Gogledd Cymru
North Wales Wildlife Trust

CORPORATE PARTNERSHIPS MANAGER
JOB DESCRIPTION

Location: Hybrid working with office facilities available in Bangor/Aberduna

Responsible to: Director of Income, Membership & Engagement

OVERALL PURPOSE OF THE JOB

The Corporate Partnerships Manager will be responsible for growing North Wales Wildlife Trust's corporate partnerships programme by identifying, securing and developing relationships with businesses that want to support nature recovery across North Wales.

Initially working from a small portfolio of existing corporate supporters, the postholder will focus on building a strong pipeline of new partnership opportunities, generating sustainable income and increasing the number and value of corporate relationships. They will develop mutually beneficial partnerships that connect businesses with the Trust's work through fundraising, sponsorship, corporate membership, volunteering and employee engagement opportunities.

The role will combine proactive business development with excellent stewardship of existing supporters, helping to create long-term partnerships that deliver positive outcomes for both businesses and nature.

MAIN RESPONSIBILITIES

Partnership development and new business

- Identify, research and develop relationships with prospective corporate supporters.
- Generate new income through corporate partnerships, sponsorship, corporate membership, donations and employee fundraising.
- Develop compelling proposals, presentations and partnership packages tailored to business needs.
- Build and manage a pipeline of partnership opportunities using the Trust's CRM system.
- Achieve agreed annual income and activity targets.

Relationship management and stewardship

- Manage a small portfolio of existing corporate supporters and act as their primary point of contact.
- Deliver high-quality stewardship, ensuring partners understand the impact of their support.
- Produce impact updates and partnership reports where appropriate.
- Identify opportunities to increase support through additional fundraising, sponsorship, volunteering and engagement activities.
- Re-engage lapsed corporate supporters and develop opportunities for long-term partnerships.

Corporate membership and employee engagement

- Manage and develop the Trust's corporate membership scheme.
- Support businesses to engage employees through fundraising challenges, volunteering and wellbeing activities.
- Work with the volunteering lead to maximise opportunities for corporate volunteering and practical conservation involvement.
- Help create positive experiences that build long-term support for North Wales Wildlife Trust.

Planning, reporting and administration

- Maintain accurate records of corporate activity, communications and income using the CRM system.
- Monitor performance against income targets and provide regular pipeline and performance updates.
- Support budget forecasting and income planning.
- Ensure partnership information and supporter data are managed accurately and securely.

Compliance and collaboration

- Ensure corporate partnerships comply with organisational policies, fundraising regulations and GDPR requirements.
- Undertake appropriate due diligence on prospective corporate supporters.
- Work closely with fundraising, membership, communications, volunteering and conservation colleagues to maximise partnership opportunities.
- Represent North Wales Wildlife Trust at business events, networking opportunities and meetings.

For the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required.

All staff are ambassadors for the organisation both internally and externally and are expected to always act in a professional manner. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

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PHILANTHROPY MANAGER
PERSON SPECIFICATION

Personal qualities

Essential

Experience

- Experience of business development, account management, fundraising or corporate partnerships.
- Experience of building relationships with external stakeholders and securing support or income.
- Experience of working towards financial or performance targets.
- Experience of using CRM systems to manage contacts and activity.
- Experience of producing written proposals, presentations or business cases.

Knowledge and skills

- Strong relationship-building, networking and influencing skills.
- Excellent written and verbal communication skills.
- Ability to identify opportunities and convert prospects into supporters.
- Good organisational and project management skills.
- Ability to manage multiple priorities and meet deadlines.
- Competent in Microsoft Office and CRM systems.
- Understanding of GDPR and data protection principles.

Personal qualities

- Passionate about nature recovery and the work of North Wales Wildlife Trust.
- Proactive, self-motivated and results focused.
- Commercially aware with excellent interpersonal skills.
- Collaborative and able to work effectively across teams.
- Commitment to equality, diversity and inclusion.

Desirable

- Experience of corporate fundraising or sponsorship.
- Experience of developing employee engagement or volunteering programmes.
- Understanding of ESG, sustainability or corporate responsibility agendas.
- Knowledge of the North Wales business community.
- Welsh language skills.

Desirable

- Welsh language skills or an appreciation of the importance of bilingual communications in Wales.

Info for insurance purposes only:
Percentage of clerical vs manual tasks in this role:
100% clerical/0% manual