

YOUNG ENTERPRISE JOB DESCRIPTION
Corporate Partnerships Development Executive

Job Title	Corporate Partnerships Development Executive
Department	National Fundraising
Pay Grade	5 (£27,000 - £30,000)
Reporting to	Senior Corporate Partnerships Manager
Based	Home based with occasional travel to client meetings + London office
Main job purpose	Working with the Senior Corporate Partnerships Manager and Senior Development Manager, the postholder will help to drive income by supporting and growing existing partnerships and recruiting new corporate partners (50/50 split). The postholder is required to meet targets, grow income, carry out prospect research, develop the new business pipeline and maximise the value of each partnership to the organisation.

KEY TASKS AND OUTCOMES

TASK	TARGET OUTCOME
Drive income and meet agreed targets.	Contribute to the Corporate Fundraising target of £1.9million, delivering income required by the organisation to deliver its programmes and meet its ambitious expansion plans.
Be creative and innovative in generating funds from corporate partnerships including writing innovative and engaging bids, proposals and pitches.	Ensure applications meet supporters need and demonstrate a win / win outcome.
Raise standards of all aspects of fundraising within Young Enterprise, both through leading- by-example on national fundraising and through co-ordinating and guiding regional fundraising efforts.	Young Enterprise becomes more effective and more efficient in its fundraising efforts. A co-ordinated approach is managed between the national and regional organisations to the benefit of all.
Provide quality account management to all supporters in your portfolio.	Young Enterprise's UK funders are kept informed of progress and a positive relationship between YE and them is built and maintained.
To undertake all requirements for reporting back to funding supporters on funding project progress and outcomes.	Young Enterprise fulfils its reporting obligations with regards to funding support in a timely and accurate manner.
Carry out thorough research to inform new business pipeline development, identifying new prospects and providing a background for cultivation, engagement and bid and proposal writing.	Ensure new fundraising applications are well- targeted, innovative, informed and thoroughly researched to maximise the chances of success.
Support event management on ad hoc basis, including tasks like inviting, chasing, and following up with prospects and key contacts	Ensure Corporate team events are managed effectively, including management of guestlists, and records of RE
Record keeping on RE and National Fundraising Matrix	Ensure Finance have an up-to-date overview of income projection and data is available for partnerships analysis.

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and its overall objectives.

YOUNG ENTERPRISE CORE VALUES

Young Enterprise has 4 Core Organisational Values as follows:

1. Unlocking Potential

Recognising and developing the potential of all; in our organisation; in the young people we champion and the stakeholders we work with.

2. One Team

Working together effectively to achieve our goals

3. Enterprising and Resilient

Embracing change, innovating, adapting and responding to challenges and opportunities

4. Creating Great Impact

Aiming for the biggest impact on young people and their educators.

All YE Staff are expected to model these values at all times.

Skills/ Attributes/ Knowledge/ Experience

Essential	A successful track record as a fundraiser, generating significant income from Corporate partnerships, or comparable experience in negotiating high value sales to major national and multi-national companies.
	Experience of bid-writing and/or creating and delivering sales pitches that were successful
	Excellent communication skills, both verbal and written, with the presence and authority required to command attention at the most senior levels
	Strong, persuasive negotiating skills which result in positive outcomes, with the resilience and motivation to overcome initial negative responses to proposals
	A positive 'can-do' attitude that will enthuse prospective and current supporters, colleagues and volunteers
	Strong organisational Skills - deadline aware
	Confident use of the Internet and social media as well as standard office IT packages e.g. Word, Outlook, Excel, MS Teams, Raiser's Edge, Access (or other databases)
	Adaptable and responsive to the needs of a small not for profit organisation which relies heavily on a large volunteer network
Desirable	A passion for providing opportunities to young people.
	A basic knowledge of current education initiatives, practice and thinking as relevant to the work of Young Enterprise.