LOROS

Hospice Care for Leicester, Leicestershire & Rutland

Being there for *you* and *your family*

JOB DESCRIPTION

JOB TITLE: **Corporate Partnerships Officer**

RESPONSIBLE TO: **Corporate Partnerships Manager**

HOURS OF WORK: **28 hours per week**

LOCATION: **LOROS Hospice, Groby Road, Leicester**

JOB PURPOSE:

To support the growth of LOROS' corporate fundraising income by developing and managing relationships with local businesses, volunteers, and corporate organisations.

The role will lead the delivery of the Countertop Collection Unit (CCU) programme as a key business engagement pathway, recruit and steward corporate supporters, and identify opportunities for Gifts in Kind and wider business involvement.

Working collaboratively across fundraising and operational teams, the postholder will build and nurture a strong pipeline of supporters, delivering excellent relationship management, engagement opportunities, and supporter communications that inspire long-term commitment and progression to deeper partnerships with LOROS.

KEY RESPONSIBILITIES:

1. Community Fundraising & Business Engagement (CCU Programme)

- Deliver and grow the Countertop Collection Unit (CCU) programme as a business acquisition and engagement pathway.
- Approach and engage local businesses to host CCUs, positioning participation as an introduction to wider involvement with LOROS.
- Maintain positive relationships with CCU partners through communication, updates, and stewardship.
- Onboarding and manage volunteers involved in CCU placement and collections.

2. Corporate Fundraising

- Confidently manage a portfolio of corporate supporters while providing proactive support to the Corporate Partnerships Manager in the stewardship and growth of their portfolios. Support the delivery of the corporate supporter activities, contributing to a team target.
- Proactively identify and recruit new corporate supporters including corporate fundraising in a community space.
- Act as the first relationship holder for newly acquired businesses, providing guidance, ideas, and encouragement, understanding their motivation and capacity.
- Support businesses with accessible fundraising activity and employee and community engagement opportunities.
- Lead partnership review meetings with supporters, identifying opportunities to deepen engagement and increase income.
- Prepare and co-ordinate high-quality corporate communications, including partnership proposals, impact reports, stewardship updates and marketing materials, ensuring supporters receive timely, engaging and personalised communications throughout their partnership journey.
- Represent LOROS at local events and networking opportunities to drive acquisition.

3. Pipeline Building & Progression

- Actively contribute to a healthy and sustainable corporate pipeline by developing relationships with community corporate partners.
- Take responsibility for achieving agreed personal income and activity targets, contributing significantly to team income objectives.
- Work collaboratively with:
    - All stakeholders to ensure all prospects, activity, and insights are accurately recorded in the CRM.
    - Prospect Research where necessary to request and apply research insights to qualifying opportunities.
    - Operational and Clinical teams where required to foster and strengthen long-term relationships.
- Prepare supporters for progression by building engagement, internal advocacy, and alignment with LOROS.
- Work collaboratively with the Corporate Partnerships Manager to develop and lead (where appropriate) on seasonal project-based income generating activity.

- Produce reports, forecasts and performance updates for the Corporate Partnerships Manager.
- Support smooth handover of qualified opportunities to the Corporate Partnerships Manager, sharing relationship history, insight, and recommended next steps.
- Support the identification, testing and implementation of new corporate fundraising opportunities and products.
- Maintain an awareness of corporate giving trends, news, events, campaigns and legislation in the UK and pick up on opportunities or topical issues that will enhance the charity.

4. Gifts in Kind (GIK)

- Identify and support opportunities for Gifts in Kind from local businesses.
- Use GIK as a first step in building relationships with new supporters.
- Work with internal teams to align offers with organisational needs.
- Ensure appropriate stewardship and recognition of GIK supporters.
- Share insights with the team for tracking and valuation.

OTHER DUTIES:

1. Arrange, and attend any meetings, take minutes where necessary and work in a professional manner that embraces a cooperative and 'can-do' approach to all work within LOROS.

2. To accommodate working from different LOROS settings, as necessary, to effectively discuss, plan and produce funding bids for the organisation.

3. Be an expert user of the CRM database, ensuring it is used effectively and accurately, (i) using data for reporting purposes (ii) for developing targeted communications appropriate for a specific segment and (iii) analysing performance and identify growth areas

4. Adhere to and comply with the Fundraising Regulator and industry best practice and standards, ensuring all work produced is accurate and compliant with relevant data protection, GDPR and gift aid legislation

5. Share best practice, ideas, learning's and successes within the team and more widely across Income Generation Teams and the wider organisation

6. From time to time, provide support with events and campaigns in the local community held in aid of LOROS. This will require working outside of contracted hours.

7. From time to time, provide event support and help at LOROS events. This will require working outside of contracted hours

8. From time to time, represent LOROS in the community and at business events which will include networking, public speaking and presentations. This will require working outside of contracted hours.

9. When required, go to the main hospice reception or onto the ward and deal with monetary donations

10. When required, arrange, co-ordinate and lead visiting funders/donors on a tour of the hospice.

11. Provide administration support for the Fundraising email inbox

12. Answer telephone calls, take donations over the phone, handle general fundraising enquiries and correspondence for the department.

GENERAL:

All staff are subject to Equal Opportunities Legislation, the Data Protection Act and LOROS Confidentiality Policy.

To carry out and comply with the prevention and control of infection as per LOROS policies and procedures.

All staff are subject to LOROS policies, procedures and conditions of service, with reference to the Health and Safety at Work Act 1974.

The post holder is responsible for safeguarding the interests of children and adults who they come into contact with during their work. To fulfil these duties post holders are required to undertake mandatory training to recognise the signs and symptoms of abuse, or neglect, or individuals at risk and to follow LOROS policies relating to safeguarding practice including reporting any concerns that they may have.

Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Co-operate with their employer as far as is necessary to meet the requirements of the legislation.

All staff should be aware of and aim to contribute to LOROS' Vision and Mission and also strive to exhibit the Values & Behaviours at all times (see attached document).

The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder whose agreement will not be unreasonably withheld.

Signed…… Date……
Postholder

Signed…….. Date ……..
Line Manager