



Being there for *you*  
and *your family*

## **JOB DESCRIPTION**

**JOB TITLE:** Corporate Partnership Officer - Partnerships

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

**RESPONSIBLE TO:** Supporter Engagement Lead

**HOURS OF WORK:** 25 hours per week

### **JOB SUMMARY:**

As Corporate Partnership Officer, you will play a crucial role in generating funds via the support of organisations and businesses across Leicester, Leicestershire and Rutland.

### **SPECIFIC DUTIES & RESPONSIBILITIES:**

Be the main contact for new and existing organisations and businesses who choose to support LOROS through major donations and multi-year partnerships.

Alongside the Supporter Engagement Co-Ordinator (Partnerships), implement and manage initiatives such as Give As You Earn, Charity of the Year, Products and Merchandise, Appeals, Gifts-in-Kind, corporate volunteering and the LOROS Business Club.

Line-manage and coach the Supporter Engagement Co-Ordinator – Partnerships to achieve targets and grow in their career aspirations.

Alongside the rest of the Supporter Engagement Team, you will also help to grow our supporter base through the development and implementation of community campaigns and initiatives.

### **Recruitment and Stewardship of Supporters**

Provide excellent supporter care to enquiries from members of the public; via phone, email, mail and in person; encouraging their support. This will include confidently showcasing LOROS' services through Hospice tours and external talks & presentations.

Develop new and maintain existing, mutually beneficial relationships with businesses across Leicester, Leicestershire and Rutland through the LOROS Business Breakfast Club

Proactively extend LOROS' professional network via networking meetings and events with businesses across Leicester, Leicestershire and Rutland

Be a source of expert advice and guidance to supporters, including fundraising tips, best practice recommendations and charity law.

Represent the charity confidently and appropriately in a range of formal and informal settings. This will require working evenings and weekends where needed.

Work with companies who wish to support LOROS through volunteering, both income-generating and directly benefitting the organisation, patients, volunteers and staff.

Maintain a focus on building long-term relationships over short-term income, in line with the overall Income Generation and Fundraising strategies.

### **Planning, Reporting and Communication**

Develop and maintain a comprehensive funding pipeline to give a clear picture of expected annual income, alongside realistic stretch targets for generating new income and gifts-in-kind.

Create comprehensive project plans and budgets for each activity to include detailed project delivery schedules, risk assessments, promotional plans and post activity analysis.

Monitor and evaluate fundraising activity in a timely manner, to ensure our limited resources are used to the best effect and that income is maximised.

Maintain high standards of data capture by ensuring data entered on CRM systems are accurate and timely, in accordance with the team's requirements so that the database is correct and up to date and supporter communications are sent on time and adhering to GDPR legislation.

Provide the appropriate amount of time to fully support our Fundraisers; tasks may include aspects of event planning, event marketing and attending corporate\_events, which will include some evening and weekend work.

Oversee and supervise volunteers who are providing support to fundraising.

### **Collaboration and Wider Organisation**

Be jointly responsible for the achievement of set fundraising targets for the Supporter Engagement Team the wider Fundraising department and the Income Generation directorate.

To proactively support the wider team with managing cover, including the office and Fundraising Inboxes; in order to help provide the highest levels of service to our supporters in the face of organisational challenges and fluctuating workloads.

Work with the Marketing & Comms team to use local media, the charity website and social media to promote community events and acknowledge specific fundraising achievements.

Build relationships with LOROS' Lottery and Enterprise divisions, supporting their initiatives and attending frequent meetings to ensure effective collaboration.

Work with LOROS' clinical services, hospice staff and volunteers to increase awareness of and support for LOROS' fundraising and legacy activities.

Promote and sustain an EDI-led approach to fundraising; in order to work compassionately and collaboratively with all areas of the community within Leicester, Leicestershire and Rutland.

### **Other Duties and Responsibilities**

Manage workload efficiently and effectively utilising LOROS' flexible working policy in order to keep TOIL to a minimum and ensure a good work/life balance.

Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to LOROS' policies on safeguarding.

Uphold ethical and professional standards and not behave in a manner that is likely to bring the charity into disrepute.

Participate in general office/team management as required; including arranging meetings and take minutes, checking and actioning the Fundraising email inbox, answering telephone calls, handling general fundraising enquiries and correspondence for the department, and attending the main hospice reception or onto the ward and deal with donations.

Provide event support and help at LOROS events. This will require working outside of contracted hours.

To maintain a focus on continual improvement both individually and across the team; by identifying, undertaking and feeding back learning opportunities as they arise.

### **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.

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**