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| **Job Title** | Strategic Partnerships Officer |
| **Responsible to** | Senior Philanthropy and Partnerships Manager |
| **Responsible for** | Not applicable |

# Your role

Working alongside the Senior Philanthropy and Partnerships Manager, you will support the development of partnerships with companies, corporate trusts and foundations and high net worth individuals, as well as managing your own portfolio. Working with a high level of autonomy, but within a supportive and experienced team, you will identify and nurture your own prospects and donors who will deliver long term and sustainable relationships for SeeAbility.

# Your responsibilities

1. Develop and grow SeeAbility’s strategic partnerships fundraising income by identifying and cultivating new donor prospects, submitting appropriate and timely proposals to secure agreed annual budget
2. Manage and develop a portfolio of existing corporate, corporate foundation and high net worth donor relationships. delivering first-class stewardship, and ensuring that all reporting is completed in line with supporter expectations.
3. Conduct prospect research and develop the prospect pipeline.
4. Work across the organisation to generate new and innovative ways to package up SeeAbility’s work to secure funding.
5. Plan and deliver cultivation and stewardship events for prospective and existing supporters.
6. Support the delivery of income and expenditure budgets, key performance indicators and annual work plans.
7. Ensure all supporter records are kept up-do-date on the database.
8. Work closely with fundraising colleagues to cultivate a supportive and collaborative fundraising team.
9. To strive to produce high quality outputs and interactions both for the people we support and each other.
10. To provide support and input, where appropriate, for other wider fundraising activity. Work in close partnership with other Partnerships team members to develop opportunities across different fundraising areas.

# Other:

* Assist in maintaining a safe working environment and follow the requirements of SeeAbility’s Health and Safety Manual (policies and procedures) and any codes of set working practices.
* Carry out other duties commensurate with this post as requested.
* Liaise effectively and efficiently with other departments and SeeAbility locations, undertaking tasks as required to support requests.
* Provide confidentiality at all times, working appropriately with sensitive documentation.
* Adhere to all relevant legislative and regulatory obligations relating to fundraising.

# Your knowledge, experience, skills and values

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| **Knowledge & qualifications** | * Educated to A level or equivalent work experience |
| **Experience** | * Experience of working with financial targets and demonstrable experience of achieving these. * Experience of and comfortable with working with people at all levels including high value individuals or organisations. * Experience of securing new partnerships/business * Experience of managing high quality events to engage potential partners * Experience of using a donor database |
| **Skills & personal attributes** | * Excellent inter-personal skills and the ability to engage with a wide range of individuals from different backgrounds and circumstances * Demonstrable and highly developed verbal and written * communication skills * Excellent organisation, prioritisation and time management skills * A flexible, creative approach to problem-solving and a * solutions-focused approach * Understanding of data protection and confidentiality requirements * To have an understanding of disability issues * Good numeracy; ability to use spreadsheets and work with analytical reports * Excellent attention to detail * Commitment to personal learning, development and improvement |
| **Our Values** | |
| **We are Brave** | * We believe in being different: We seek new ways of working, thinking and ideas. We want to be extraordinary. |
| **We are Passionate** | * We want to make a difference. We work as a team to improve for the greater good, not only for the people we support but for our team and SeeAbility as a whole. We are completely committed to each others success. |
| **We are Creative** | * We are enablers. We create solutions by thinking and acting differently. We break down barriers. We don’t see rules as boxing us in, but as the norms that evolve with us on our way to being the best. |
| **We do what is right** | * We lead by doing the right thing. We are dependable and believe in delivering on commitments and using sound judgement and common sense to determine what is right. |