

## Corporate Partnerships Manager

September 2017

Dear Candidate,

Thank you for your interest in the position of Corporate Partnerships Manager, which will play a leading role in securing and maintaining funding and volunteering partnerships with businesses.

My name is Rachel Carr and I am one of the founders of **Into**University and its current CEO. We're an award-winning charity that runs local learning centres which provide an education programme addressing underachievement and social exclusion. We target children and young people most at risk of failing to meet their potential to go to university due to economic, social, cultural, or linguistic disadvantage. We currently have 24 centres across the country and have ambitious plans for several more, including new centres in Manchester and Weston-super-Mare which are launching in 2018.

In the past 5 years **Into**University has raised £25m in funds and its turnover last academic year was £5.4m. For the next phase of growth the charity has scaled up its fundraising activity with an expanded fundraising team and a campaign to raise £40m by 2020 (of which over £20m has already be raised).

Effective fundraising is essential to the success of the charity and the fundraising team is an integral part of the charity's operation, working closely with our delivery and head office teams. Our fundraisers come to work each day knowing they are helping to change the fortunes of the UK's most disadvantaged young people.

As Corporate Partnerships Manager you will play a leading role in a team of ten with an impressive track record of raising funds from trusts, foundations, corporates and individual donors, as well as securing funding from universities. The team's success has recently been recognised with an international award for excellence from CASE for a campaign run in partnership with the University of Leeds.

We are looking for someone with experience of corporate fundraising or corporate volunteering partnerships who enjoys getting businesses involved in social action. You will need to have excellent writing skills and attention to detail in order to produce high quality bids. You will also be someone who can come up with creative but practical ways of finding and maximising funding opportunities. You will have excellent inter-personal skills to enable you to build strong working partnerships with CSR teams.

Crucially, you will have a genuine passion for the mission and values of **Into**University.

If you believe you have the qualities we are looking for and you want to work with us to bring about positive change for many of the UK's most disadvantaged young people, then we would be delighted to receive an application from you.



Dr Rachel Carr, Chief Executive and Co-Founder

**Into**University Head Office, 95 Sirdar Road, London, W11 4EQ  
Tel: 020 7243 0242 [www.intouniversity.org](http://www.intouniversity.org)

Registered charity number 1118525. Company registration number 6019150.

## What is it like to work on **IntoUniversity's** Fundraising Team ?

'Since we founded **IntoUniversity** in 2002, we have been driven by the belief that it is possible to change society for the better. And that belief has taken us a long way. Since those early days **IntoUniversity** has grown into the UK's leading university access organisation and our staff, working in close-knit teams, are transforming the fortunes of thousands of young people each year.

If you share our vision of creating a fairer society in which all young people have the chance to succeed and you would like to be part of an organisation that will enable you to excel as a professional in the charity sector, then joining **IntoUniversity** could be the perfect move for you.'

Dr Hugh Rayment-Pickard, Co-Founder of **IntoUniversity**



'Impetus-PEF has supported **IntoUniversity** since 2007, during which time they have grown from one centre in London to 22 centres in 7 cities, reaching over 25,000 students. The strength and tenacity of their fundraising team have been key enablers of their impressive expansion.' **Sarah Young, Investment Director, Impetus-PEF**



'My first job in fundraising was with **IntoUniversity** and it gave me not only a strong grounding in that but also valuable exposure to the not-for-profit sector more broadly. I got experience of so many different aspects of fundraising and charity leadership as well as the chance for more autonomy and responsibility than I believe larger charities could have offered me. Being part of such a dynamic, professional team was the best possible start to my career and when I did eventually move on to a large national charity I had the skills and experience to go in at a senior level. I'm now CEO of a grant-making foundation and remain a passionate supporter of **IntoUniversity**.'

**Francesca Mott, CEO The Old Dart Foundation**



'I've always been a people person, so developing and maintaining relationships with corporate partners really puts my skillset to good use. The diversity of this role is also something I relish; I'm not sat at my desk all day working individually, rather I'm out at corporate offices for meetings, I'm leading on setting up new fundraising initiatives, and I'm collaborating with numerous Head Office team members on really exciting projects for the charity.'

**Hannah Thomas, Senior Corporate Partnerships Officer**



'My role is varied and no two days are the same. I could be working on our newsletter, *Aspire*, one day or working with the fundraising team to promote challenge events on another day. I've been given a lot of responsibility and I've learnt so much in my time so far at IU.'

**Farah Ahmad, Senior Fundraising Officer**

## IntoUniversity's values

Our values are part of everything we do, from the way we recruit our teams, to the way we treat our students and how we interact with our colleagues. They shape our organisational culture. We aim to live up to these values every day. We don't always get it right. But we are looking for applicants who share our vision.

### Teamwork

We promote teamwork and togetherness.

### Quality

We complete everything to the highest possible standard.

### Compassion

We practise pastoral, long-term care.

### Talent

We value and recognise the talent of every person.

### Aspiration

We behave aspirationally and positively.

'It's great to work in an organisation where people support each other – there's a real sense of teamwork wherever you go.'

Kizzi Keast, Senior  
Education Worker,  
Southampton West centre

## Awards and Accreditations

- Quality in Study Support (QiSS) Advanced Status 2016
- Winner of CASE Silver Circle of Excellence Award 2016 with University of Leeds
- Winner of Better Society Awards 2016 as national charity partner of UBS
- OCN London Quality Mark recipient 2016
- NCVO Mentoring and Befriending Approved Provider Standard 2016
- Times Higher Education Awards charity partner 2015
- Charity of the Year at Charity Times Awards 2015
- Shortlisted for the Children and Young People Now Awards 2013
- Times Higher Education Leadership & Management Awards Charity Partner 2013
- LSE Voluntary Organisation of the Year 2013 London Education Partnership Award 2012
- Charity Principal of the Year at the Charity Times Awards 2011
- Prince William and Kate Middleton Royal Wedding Fund recipients 2011
- The Guardian Christmas Charity Appeal 2010
- Charity of the Year at Charity Times Awards 2010
- Centre for Social Justice Award 2010

# Corporate Partnerships Manager

## Job Description

Place of work	95 Sirdar Road, London W11 4EQ.
Start date	To be agreed
Rate of pay	£26,000- £30,000 pa including a London contribution (depending upon experience)
Hours of work	37.5 hours a week, Monday to Friday. The usual working hours for this post are 9.00am - 5.30pm. Some additional weekend and unsocial hours will be required. Time off in lieu will be awarded in accordance with our policy document.
Holiday	25 days' holiday + bank holidays + up to 5 extra days at Christmas + additional length of service entitlement.
Management	This position will be line-managed by the Chief Strategy Officer.
Key skills	Excellent initiative, excellent written English, extremely efficient organisation skills, and excellent communication skills.
Application	Cover letter and CV, submitted to <a href="mailto:jobs@intouniversity.org">jobs@intouniversity.org</a>
Closing date	9am Monday 25 September 2017
Selection day	To be confirmed

For more information, contact

Benjamin Hunt

HR Manager

Email: [jobs@intouniversity.org](mailto:jobs@intouniversity.org)

Telephone: 020 7243 0242

## Who are we looking for?

The applicant must:

- Have completed an undergraduate degree to a 2.1 or higher level
- Have experience either of corporate fundraising or working with corporate volunteers
- At least 2 years' professional experience working in a charity or educational context
- Support fully the ethos and values of the charity and demonstrate commitment to taking a full and active part in the life of **Into**University
- Be highly-motivated to work within our successful fundraising team to achieve ambitious targets
- Be a person with energy and a willingness to learn
- Take pride in being supremely efficient, very well organised and display excellent time-management skills
- Be someone who actively seeks solutions to problems and uses initiative
- Be self-motivated with a positive attitude and have the ability to work flexibly
- Have exceptional written and oral communication skills with the ability to produce very high quality copy and presentations in a range of different styles for different audiences
- Have highly effective and efficient research skills, and be able to analyse, summarise and present information clearly and accurately
- Have excellent interpersonal skills and be able to communicate effectively with a broad range of people – from users of our programme to Trustees, members of the local community and university partners
- Be prepared to roll up her/his sleeves as part of a small team
- Undertake detailed tasks as well as having an eye for the broader strategic needs of the charity
- Be highly resourceful and able to learn very quickly
- Be an effective proof reader and have excellent attention to detail
- Be highly computer literate, conversant with Microsoft Word and Excel, ideally with experience of using databases, and able to learn quickly how our database functions
- Be creative, innovative and proactive
- Be able to work very effectively under pressure and meet tight deadlines

A working knowledge of charity legislation is desirable, but not essential, as training will be provided once in post.

## What will your main duties be?

- To maintain the ethos and values of the charity and positively promote the work and activities of the charity at all times;
- to play a full and active role as a member of the fundraising team to meet the charity's ambitious targets;
- to steward the charity's portfolio of corporate supporters, maintaining excellent relationships with key staff in corporate CSR and philanthropy teams;
- To line manage the Senior Corporate Partnerships Officer;
- overseeing all of the charity's corporate employee programmes, working with other members of the corporate fundraising team and the Volunteer Development Manager to ensure that volunteers' expectations of the charity are exceeded;
- to maintain accurate, full and efficient records of the charity's corporate partnerships, including details of the status of applications and reporting schedules;
- to prepare paperwork for meetings and minute meetings as required;
- to make full use of the charity's database to ensure the effective management of fundraising information and to support all the computerised processes and systems for managing fundraising data;
- to prepare high-quality presentations, reports and fundraising materials as needed;
- to support with fundraising events to ensure the charity's supporters are successfully engaged (this may require some evening and weekend work);
- to be creative and proactive in devising new ways to ensure that our corporate partnerships flourish;
- to represent the charity at external events and act as an ambassador for our work;
- to work with the Senior Fundraising Manager and Senior Fundraising Officer (corporates) in the research, preparation and submission of tailored, well-crafted applications for funding from corporates;
- to plan the monitoring of grants to ensure compliance with all agreed outputs, milestones and targets;
- to work with the Senior Fundraising Manager and Senior Fundraising Officer (corporates) in completing detailed, on-going research into new corporate funding opportunities and prospective supporters and to set this research out in a clear, accurate and up-to-date manner;
- to be responsible for ensuring that appropriate acknowledgements, reports and informal and formal progress and project updates for corporate supporters are made regularly, on time and to a high quality;
- to plan and attend meetings with representatives of corporates;
- and to undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of his/her job. IntoUniversity is an evolving organisations and therefore changes to the employee's duties may be necessary from time to time. The Job Description is not intended to be inflexible or a finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.