

Job title	Partnerships Manager
Purpose	To ensure that Heart of Bucks delivers an effective programme of work to support our business development
Reports to	Head of Development (HoD)
Salary	£17,674 - £20,854 for 22.5 hours
Job hours/days	Part time 22.5 hours p/w – working days by arrangement (Maternity Cover contract for up to 52 weeks.)
Location	Hybrid/remote. Aylesbury, Buckinghamshire. Occasional travel around Buckinghamshire and outside the county. Usually working 2 days pw from the office.
Closing date	tbc

Main Duties

- Manage relationships and communications with donors, supporters and others as directed.
- Organise donor engagement activities and events
- To lead on specific business development, networking and fundraising projects
- Support the HoD to generate new leads and prospects.

Specific Responsibilities

Project Management:

- Support the planning, coordination, and execution of activities relating to specific projects, e.g. Legacy campaign. Act as a primary point of contact for external partners, ensuring clear communication and alignment of goals throughout the project lifecycle

Engagement with Donors & others:

- Personalised donor communications
- Managing relationships with designated donors and supporters
- Oversee the planning and execution of specific events, including the Bucks Trustee Network.
- Collaborate with the wider development team to develop compelling messaging and materials to engage donors and supporters.
- Track and analyse donor feedback and engagement metrics to inform ongoing communication strategies and optimise donor relationships.

Research

- Research appropriate targets for fundraising and engagement.

Other duties (to include but not limited to):

- Contribute effectively to the Development Team, the junior management team, and the wider HoB organisation, in ways commensurate with the seniority of the post.
- Other reasonable duties as required, to ensure that the charity operates smoothly.

Management & Budget responsibility

Reports to: Head of Development

Line manager for: Partnerships and Impact Officer

Budget responsibility: no direct responsibility, occasional requirements to manage specific budgets for advertising, events facilitation, and other relevant activities to the relevant work programme.

Management level responsibility: Work with some intermittent supervision. Awareness of and contribution to organisational budgets. Typically a people manager, with regular internal and external decision-making and influence. Will contribute to strategic/organisational discussions (with support). Required to take a leading role in straightforward external interactions. Project and task span typically measured in weeks and months.

Person specification

	Essential	Desirable	To be tested by (A= application, I = Interview, T=Test)
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Qualifications			
Relevant degree level qualification		X	A
Relevant professional qualification e.g. CIM		X	A
Knowledge & Experience			
Experience of developing and implementing engagement plans with donors and funders and with businesses in particular	X		A, I
Knowledge of fundraising principles and practices, including donor stewardship and cultivation strategies.		X	
Proven experience in project management, preferably within the nonprofit sector or event management industry.	X		
Experience of event management/organisation		X	A, I
Knowledge of Salesforce (or similar CRM systems)		X	A, I
Knowledge of the voluntary/community sector in Bucks		X	A, I
Understanding of the need for confidentiality and discretion with sensitive information	X		A, I
Skills			
Previous experience in a similar role	X		A, I
Excellent organisational and administrative skills: The ability to manage multiple priorities, work well under pressure and meet deadlines	X		A, I, T
Excellent interpersonal skills, able to work collaboratively with a variety of internal and external stakeholders	X		A, I
Excellent written communication	X		
Personal attributes			
Creative thinker	X		I
Enthusiastic and responds positively to opportunities	X		I
Self-motivated and self-organising with high levels of initiative	X		I
Confident, approachable and personable	X		I
Attentive to detail and completion of projects	X		A, I
Other			
Access to independent travel	X		A
Ability to work out of hours (time off in lieu)	X		A, I

Application process

Please e-mail your cv and a covering letter to richard@heartofbucks.org outlining why you think you are



suited to the position and explaining how you fulfil each element of the person specification with reference to your experience, skill, and knowledge gained in employment, voluntary work, studying, or a personal setting.

Interviews are expected to take place in w/c dd/mm/yyyy.

Heart of Bucks is a Disability Confident Employer, committed to equality of opportunity and celebration of diversity. We are signatories to the Mindful Employer Charter and are a Living Wage Employer. We take great care to ensure that our actions as an employer reflect our ethos. We actively promote equality of opportunity and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.

Applicants with “unspent” convictions are asked to disclose this as a separate appendix to your covering letter so we can work with you to assess what impact (if any) this may have on your potential employment with us. There is more information about this here: <https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>

