

Job Description

Job Title	Grade/Salary
Partnerships Manager (Butterwick Hospice)	£37,188-£42,353
Accountable to	Responsible for
Group Director of Fundraising and Communications	Volunteers
Location	Hours
Butterwick Hospice, with regular travel across the Tees Valley and County Durham area (Must hold a full, clean UK driving license and have access to own vehicle for business use)	Full Time 37.5hours (with some occasional evening and weekend work required) (part time and flexible working options available on request)
Job Purpose and Role	
The Partnerships Manager will play a pivotal role in delivering sustainable, long-term income across the Teesside Hospice Group, including Butterwick Hospice, through the development of high-value, strategic corporate partnerships. The postholder will lead on identifying, securing, and growing relationships with businesses across the region, with a focus on multi-year collaborations that align with corporate social responsibility (CSR) and ESG priorities. Working as part of the wider Group Fundraising and Communications team, the Partnerships Manager will contribute to the development and delivery of a Butterwick Hospice corporate partnerships strategy, driving income growth, increasing brand visibility, and strengthening engagement with the regional business community. The role will balance new business development with excellent account management, ensuring partners receive a high-quality, impactful experience that builds long-term loyalty and maximises value. The postholder will work collaboratively across Butterwick and Teesside Hospice sites, acting as a key ambassador for Butterwick Hospice ensuring all partnerships reflect the Group's values, reputation, and commitment to delivering outstanding end-of-life care. At the Teesside Hospice Group, we believe that everyone affected by a terminal illness deserves dignity, comfort and the best possible quality of life. We are proud of our values – Compassion, Dignity, Respect and Excellence – and we are looking for someone who shares these values and can help drive forward our ambitious plans for income generation and growth.	



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Main Duties and key result areas

General duties

- Lead the development, implementation and ongoing review of a corporate partnerships business plan for Butterwick Hospice in line with Teesside Hospice Group's overall fundraising and income generation goals.
- Work with the Group Director of Fundraising and Communications to set clear targets and KPIs for income growth, engagement and retention to support long-term sustainability and expansion of hospice services.
- Balance proactive and reactive workloads effectively, ensuring new business development and stewardship are both prioritised.
- Contribute as an active member of the senior fundraising team, supporting colleagues and organisational priorities as required.
- Identify new business sectors and strategic opportunities that align with the hospice's values and funding priorities across the Butterwick Hospice areas and Teesside Hospice Group.
- Contribute to the wider income generation strategy and fundraising team development as a senior member of the team.
- Actively build and manage a pipeline, including the prospecting and research of companies.
- Proactively identify, research, and approach new corporate partners using tailored partnership proposals, sponsorship packages, and compelling pitches.
- Create bespoke, inspiring proposals and corporate fundraising materials.
- Create and deliver a programme of corporate cultivation and engagement events with clear messaging and goals linked to strategic aims.
- Represent Butterwick Hospice at networking events, presentations, and corporate functions to raise awareness and cultivate new opportunities.
- Manage a portfolio of existing corporate partners, delivering exceptional account management and tailored stewardship plans to build loyalty and increase income.
- Deliver regular impact reports and updates to partners to demonstrate the tangible difference their support makes.
- Plan and deliver corporate engagement activities such as site visits, cheque presentations, fundraising days, and networking events.
- Work collaboratively with internal teams including clinical, communications, and finance to ensure partnerships align with operational and strategic priorities across all sites.
- Collaborate with the wider fundraising and communications teams to ensure consistent messaging and a seamless supporter journey.
- Oversee and support volunteers involved in corporate fundraising initiatives, ensuring they are properly trained, motivated, and valued.
- Oversee corporate volunteering opportunities and the coordination of these requests.
- Work collaboratively with staff and volunteers across departments to deliver successful campaigns and engagement activities.



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- Support colleagues across the group's fundraising and communications teams as part of a collaborative and high-performing fundraising department.
- Monitor and evaluate corporate fundraising performance, tracking income, KPIs, and ROI, and identifying opportunities for growth.
- Lead on all due diligence and background checks before entering any partnership agreements, ensuring all corporate collaborations are ethical, transparent, and aligned with the Hospice Group's values, with all decision-making documented.
- Maintain accountability for ensuring that all partnerships uphold the integrity and reputation of Butterwick Hospice and the Teesside Hospice Group.
- Maintain accurate and up-to-date records of prospects and partners using the Donorflex database (or equivalent CRM).
- Ensure compliance with Gift Aid legislation and promote tax-efficient giving.
- Ensure compliance with data protection, fundraising regulations, and financial legislation.
- Support staff and volunteers involved in corporate fundraising initiatives, providing guidance and resources as needed.

Delivering to our Values

Accountable

- Able to justify actions or decisions
- Takes personal responsibility for their actions
- Able to describe the impact of their work in a way others understand
- Welcomes feedback as an opportunity to grow and develop

Trustworthy

- Working collaboratively with beneficiaries, colleagues, partners and supporters
- Being authentic and transparent
- Trusted to respond to needs and deliver what is expected of us
- Projecting a professional image that engenders trust

Principled

- To adhere to professional and clinical standards
- Maintain appropriate boundaries and relationships which are built on trust and honesty
- Avoid and speak out against any actions, or behaviours, that conflict with our values or could cause harm to any stakeholders
- Demonstrate strong moral principles which embody Teesside Hospice's vision and bring our values to life
- Do the right thing even in difficult situations, and always endeavour to work effectively and efficiently to maximise results and service

Skilled

- Having and showing the knowledge, ability or training to work well
 - Seeking opportunities to learn from a wide range of sources
 - Contributing to the provision of excellent, safe and effective care no matter what your role is in the organisation
- Ensuring that the treatment, support and services we offer are effective

Compassionate

- *Feeling or showing kindness and concern for others*
- *Able to empathise with people who dealing with a terminal illness*
- *Being kind in use of language and behaviour*
- *Caring for others who need our support and help*

All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets



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- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Respect privacy and dignity at all times.
- Fulfil obligations in relation to safeguarding, namely: recognising possible abuse, including knowing what abuse is, what to look out for, and how to be vigilant at all times. Respond quickly and appropriately to possible concerns. Sometimes a concern is obvious, sometimes it is not. Report my concerns to the appropriate person to ensure that me and my organisation does everything possible to keep our patients and people safe and supported and record my observations and concerns, including the actions I and others have (or haven't) taken.

The duties outlined in within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Teesside Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

Signed **Date**

Print name



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Person Specification (Example for illustration purposes)

Attribute	Detail	Essential or Desirable
Skills & Abilities	Excellent business development, communication and negotiation skills	E
	Excellent IT Skills	E
	Strategic thinker with the ability to develop, implement and deliver business plans that drive income growth	E
	Strong financial awareness with the ability to monitor budgets, forecasts and return on investment	E
	Strong presentation and pitching skills, with experience delivering proposals to senior audiences	E
Knowledge & Experience	Experience of working business development, corporate fundraising or account management	E
	Proven track record of securing new partnerships and managing high value relationships	E
	Proven experience of delivering against income targets and managing pipelines	E
	Strong relationship building skills with the ability to influence and engage senior stakeholders and decision-makers	E
	Experience of working across multiple teams, departments or sites	E
	Understanding of corporate social responsibility (CSR and ESG) practices	E
	Familiarity with CRM systems (eg, Raiser's Edge, Donorfy etc)	E
	Experience organising corporate or community events	D
	Experience and/or knowledge of working in the hospice or charity sector	D
	Knowledge of the local business community across Tees Valley, County Durham and North East	D
Education & Qualifications	Full, clean UK driving license and access to a vehicle	E
	Relevant professional qualification in fundraising, business, marketing or related area	D
Personal Attributes/ Key skills	Excellent organisational and project management skills	E
	Strong relationship building skills and the confidence to engage with senior stakeholders and funders	E
	Passionate about the mission and values of Teesside Hospice	E
	Self-motivated, proactive and resilient, with the ability to manage competing priorities	E



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