

Job Description

Job Title	Grade/Salary
Partnerships Manager	£28,000-35,000 FTE
Accountable to	Responsible for
Director of Income Generation	Volunteers

Job Purpose and Role

The Partnerships Manager will play a key role in delivering sustainable income through strategic corporate engagement. This role will lead the development and execution of Teesside Hospice's corporate partnerships strategy, securing new business, nurturing long-term relationships, and delivering impactful engagement opportunities. Working closely with internal teams and external stakeholders, the postholder will contribute significantly to the wider income generation strategy, championing the hospice's mission within the regional business community.

At Teesside Hospice, we believe that everyone affected by a terminal illness deserves dignity, comfort, and the best possible quality of life. For over 40 years, we've supported people across Teesside with expert care, compassion, and comfort when they need it most.

We're proud of our values – Accountable, Trustworthy, Principled, Skilled, Compassionate, – and we're looking for someone who shares these to join our passionate and ambitious team.

Main Duties and key result areas

General duties	<ul style="list-style-type: none"> • Lead the development and implementation of a corporate partnerships strategy in line with Teesside Hospice's overall fundraising and income generation goals. • Identify new business sectors and strategic opportunities that align with the hospice's values and funding priorities. • 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 cultivation and engagement events with clear messaging and goals linked to strategic aims.
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- Represent Teesside 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 impact reporting and regular updates to partners.
- 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.
- Collaborate with the wider fundraising and communications teams to ensure consistent messaging and a seamless supporter journey.
- Oversee corporate volunteering opportunities and the coordination of these requests.
- Monitor and evaluate corporate fundraising performance, tracking income and expenditure, KPIs, and ROI, and identifying opportunities for growth.
- Maintain accurate and up-to-date records of prospects and partners using our 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
- 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.

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

Person Specification

Attribute	Detail	Essential or Desirable
Skills & Abilities	Excellent communication, presentation and negotiation skills	E
	Excellent IT Skills, specifically Microsoft Word and Excel	E
	Excellent budget management skills	E
	Event planning and sponsorship experience	D
Knowledge & Experience	Experience of working in corporate fundraising, business development or relationship management	E
	Strong track record of securing new partnerships and managing high value relationships	E
	Knowledge of ESG (Environmental, Social & Governance)	D
	Experience and/or knowledge of working in the charity sector	D
	Experience of working with and managing volunteers	D
	Familiarity with CRM systems (e.g. Raiser's Edge, Donorfy etc)	D
	Knowledge of the local business community in Teesside and North East	D
Education & Qualifications	Relevant professional qualification in fundraising, business, marketing or related area	D
Personal Attributes/ Key skills	Proactive, organised and results driven	E
	Strong relationship building skills and the confidence to engage with senior stakeholders and funders	E
	Passion about the mission and values of Teesside Hospice	E
Other	Full UK driving licence with access to own car with Business Insurance	E
	Flexibility to work unsocial hours, including evenings & weekends, and to travel as required	E
	An understanding, and empathy for, the work of Teesside Hospice	E