

New Corporate Partnerships Executive

Purpose of the team:

Working with businesses is a vital part of Teach First's vision to ensure all young people have access to a brilliant education. Teach First is supported by over 50 businesses who play a crucial role in both supporting the charity with financial donations, and contributing directly to our work with schools and teachers through volunteering and strategic support.

Teach First is seeking a **New Partnerships Executive** to join our highly successful Corporate Partnerships team during a period of exciting and ambitious growth.

Purpose of the role:

The primary role of the New Partnerships Executive is to support the New Business team to secure new partnerships with companies in order to achieve our mission to end educational inequality in the UK. This is an ideal role for someone with a couple of years work experience and an appetite for developing their career in corporate fundraising.

This role provides opportunities to progress within the fundraising team; developing key skills in partnership negotiation, stewardship, compelling communication and proposal writing to help progress your career in fundraising.

This is an incredibly exciting time to join the fundraising team at Teach First, as the organisation has recently welcomed our new CEO, Russell Hobby. The successful candidate will join an ambitious, dynamic team that has a clear strategy, an inspiring cause and incredible networks and leverage through an active Business Leaders Council.

At this level you will:

- Report to the Head of Corporate Partnerships and work closely with the Senior New Partnerships Manager in the team

Your responsibilities will include:

- Management (and regular review) of the New Business team's data on Salesforce enabling the team to analyse and improve the cultivation cycle
- Contribute to - and support the planning and execution of - our annual programme of cultivation events
- Undertake research for new business meetings and pitches, preparing briefing documents for Teach First staff attending
- Attend New Business meetings with team members, representing Teach First and working with the team to prepare and draft compelling proposals for companies to add to the pipeline
- Where appropriate, take the lead on New Business opportunities, creating proposals and negotiating the terms of a partnership, before managing a smooth handover over to the Account Management team
- Work with the Head of New Business to maintain excellent working relationships with the Business Leaders Council, preparing for quarterly meetings and recording actions and follow up appropriately
- Take your turn to chair team meetings, writing agendas and minute taking
- Exemplary administrative support across the Corporate Partnerships team

The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time to time. You will may also be required to attend away days/retreats and the annual "Offsite" event which is mandatory for all employees.

Person Specification

Essential skills and experience:

- Experience of using a customer relationship management system (preferred)
- A strong ability to gather and analyse information, providing clear and rational conclusions
- The ability to write coherent reports, briefing notes and meeting minutes
- The ability to plan and prioritise work from multiple internal stakeholders
- Experience of managing all levels of stakeholder relationships

Desirable skills and experience:

- Experience of corporate fundraising (this could be in a Corporate Responsibility role in the Private sector)
- Experience of designing and running effective cultivation events

All our employees are expected to model [our values](#) and help others to do so.

Location

London office, 6 Mitre Passage, London SE10 0ER

Contract

Full time, permanent

Salary

£25,300 + £3,000 London Weighting Allowance and excellent benefits

Apply

Please have your CV and covering letter ready to upload. If you are an internal candidate, please apply via your HR Self Service menu.

Next Steps

We aim to provide feedback within 10 days from the closing date