

## JOB DESCRIPTION

<b>Post:</b>	Partnership Development Manager
<b>Reports to:</b>	Head of Development
<b>Location:</b>	Hybrid – home based with mix of remote working and regular travel across Scotland
<b>Hours:</b>	Full time (35 hours)
<b>Salary:</b>	£33,651 - £36,508 p.a.

### **Purpose of the Role:**

As a key member of the fundraising management team, the Partnership Development Manager will lead on new business development to significantly grow income from corporates and businesses for the Scottish SPCA. You will take a proactive, strategic approach to identifying, securing, and developing high-value corporate partnerships that align with the Society's mission and long-term goals.

### **Leadership and Collaboration:**

- Model the Society's values (Commitment, Compassionate, Collaborative, Adaptable, Professional and Expert) in your leadership approach
- Lead on the development and delivery of a corporate fundraising strategy
- Work closely with the regional fundraising team to Develop a structured stewardship programme to transition newly secured partnerships into long-term relationships
- Work closely with operational colleagues to engage new prospective partners and identify sponsorship and corporate engagement opportunities
- Collaborate with senior leaders across the organisation to develop innovative corporate propositions
- Work closely with Trustees and senior leadership to utilise their networks and influence in corporate prospecting
- Work with the Trusts Manager to identify and pursue corporate grant opportunities
- Engage colleagues across the organisation to support corporate fundraising efforts, including leveraging supplier relationships
- Work with the Development Officer to utilise cultivation events as a tool to driving corporate engagement

**Corporate Partnerships:**

- Proactively research, identify, and secure new corporate partnerships at both a national and regional level
- Build and maintain a robust corporate prospect pipeline, developing tailored approaches for each target
- Develop compelling partnership proposals and lead on pitches to secure significant corporate investment
- Negotiate sponsorship, cause-related marketing, and corporate partnership agreements to maximise value for the Society
- Create and implement a corporate engagement strategy to attract businesses aligned with the Scottish SPCA's values and goals – including proactively attend networking meetings and engagements across Scotland
- Develop a Payroll Giving strategy to drive sustainable income growth
- Ensure all partnership agreements and contracts adhere to regulatory requirements and the Society's partnership due diligence and ethical partnership policies

**Administration, Budget, Reporting and Best Practice:**

- Report on new business KPIs, tracking conversion rates, income growth, and partnership development progress
- Build and manage the corporate fundraising budget
- Maintain accurate records of corporate prospects, proposals, and partnerships in the fundraising CRM database
- Contribute to fundraising policies, procedures, and best practice guidelines

**Other:**

- Ensure a continuous development of skills and knowledge required for the post, undergoing training as required by the Society
- Any other reasonable duties relevant to the post.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
Experience	<ul style="list-style-type: none"> <li>• 5+ years' experience within new business development</li> <li>• Experience of developing and delivering an income growth strategy</li> <li>• Proven experience in identifying and securing new high-value partnerships</li> <li>• Experience managing budget and reporting on KPIs</li> <li>• Experience in researching and developing a prospect pipeline</li> <li>• Experience in applying and pitching for funds</li> <li>• Public speaking experience</li> <li>• Experience negotiating contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in corporate fundraising</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Attention to detail with the ability to write and present funding applications and pitches</li> <li>• Excellent time management</li> <li>• Strong communication skills suitable to a corporate audience</li> <li>• Ability to adapt and adopt a flexible approach in response to changing needs or environments</li> <li>• An engaging and inspiring communicator and public speaker</li> <li>• Computer literate with working knowledge of Microsoft applications</li> </ul>	
Values	<ul style="list-style-type: none"> <li>• A strong interest and commitment to animal welfare</li> <li>• A target driven, self-starter</li> <li>• Caring and compassionate</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Full driving license</li> <li>• Willingness to work some weekends, evenings and public holidays as required</li> </ul>	

Reviewed February 2025

Scottish SPCA is a charity registered in Scotland, SC006467