



Corporate Partnerships Account Manager

£35,000 FTE per annum (gross), permanent

We think that this job requires 35 hours a week, but we're open to considering part time (28 -30 hours per week) with the opportunity to organise hours flexibly

This role will require a DBS check.

About Little Village

Little Village is like a foodbank, but for clothes, toys and equipment for babies and children up to the age of 5. We've grown to be one of the largest 'baby banks' in the UK, supporting over 17,000 children since we launched in 2016. Families are referred to us via a network of over 1,900 professionals such as midwives and social workers.

As a volunteer powered movement of parents committed to alleviating child poverty, Little Village's vision is that every child in the capital has the essential items they need to thrive.

About this role

New to the team! We are looking for a corporate partnerships manager to join our growing and aspirational fundraising team and help Little Village support more families and young children in communities across London. You'll be passionate about tackling child poverty and motivated by our values of love, solidarity, thriving and sustainability.

With a passion for stewardship, connecting the profit and not-for-profit worlds, and team collaboration, you are an experienced account manager looking to deepen your experience in a charity that hits above its weight. There's also an opportunity to roll your sleeves up and support corporate volunteering, an invaluable part of the majority of our partnerships.

Responsible to: Head of Fundraising

Purpose of role:

To manage and develop a programme of corporate partnerships that maximises support for Little Village at multiple touchpoints; to grow and deepen the connections corporate supporters have with Little Village, ensuring that everyone feels like an active participant in our community.

For those corporate fundraisers who've always wanted to roll their sleeves up and spend time with groups of corporate volunteers, there will be the opportunity to support the corporate volunteering sessions we run at our warehouse and baby banks.

This is an exciting time to join the Fundraising Team at Little Village and we already have a number of Charity of the Year and longer-term corporate supporters, with potential to grow. This role will account manage and shape the delivery of corporate partnerships, ensuring they give maximum value to both Little Village and the communities in which our hubs are based.

We are looking for an experienced account manager who will be an integral part of the team, managing a varied workload, working autonomously and making key contributions to the team strategy.

It's an ideal opportunity for someone to both develop and own corporate partnerships management as well as learn and experience the whole fundraising mix as our new team develops.

We work with a wide range of corporate partners, who share our commitment to families with young children. This role is key to the professional delivery of these partnerships, as well as supporting our ambitions to grow our corporate income.

Main responsibilities:

- Develop and manage existing relationships between Little Village and the local and national businesses already supporting the charity, acting as their key point of contact and managing the relationship with key stakeholders within each organisation.
- Develop, manage and market a programme of volunteering opportunities, donation drives and sporting events that build Little Village's relationships with businesses, to encourage them to provide funding, including multi-year funding
- Support the delivery of the corporate volunteering programme, acting as the key point of contact for Little Village corporate volunteering to partners and prospects, liaising with the volunteering team, our hubs and warehouse to book in team sessions. When necessary or appropriate to the partnership, support these sessions in person on the day.
- Manage the relationships with staff fundraisers to build a loyal and engaged group of supporters
- Develop and deliver partnership plans, including general administration such as sending out thank you and acknowledgment letters, providing fundraising resources, and providing regular reports to corporate donors on the impact of their support.
- Collaborate closely with internal stakeholders across Little Village including Marketing & Communications, Operations, and Volunteering.
- Complete and input to corporate fundraising processes including partnership agreements and due diligence.
- Ensure knowledge is up to date on corporate partnership regulations and best practice; to monitor Corporate Social Responsibility issues and keep up to date with professional fundraising practices.

Person specification

A people person with excellent account management and organisational skills, you will have proven experience in corporate fundraising and will have met or exceeded fundraising goals.

With a knowledge and understanding of the private sector as well as the charity sector, you will have strong negotiation and interpersonal skills, with a proven ability to build and maintain relationships.

You will be articulate and passionate about Little Village's work with families living in poverty as well as our focus on sustainability and re-use.

With a positive attitude to your work and the ability to work well under pressure you will be self-motivated with the ability to problem solve.

You're IT literate with MS Office/Google Docs; knowledge of fundraising databases and platforms is advantageous. Your relationship management will be supported by excellent written and verbal communication skills.

And you will be able to demonstrate an understanding and application of Little Village values.

What we can offer

Salary and pension

The salary for this role is £35,000 per annum FTE (gross). If eligible, we will match your contributions by 3% on pensions.

Annual leave

You will be entitled to 25 days of annual leave plus bank holidays (these will be pro-rated to reflect your working hours if you work less than 35 hours per week).

Hours of work

We think that this job requires 35 hours a week, but we're open to considering part time (28 -30 hours per week) with the opportunity to organise hours flexibly. This is a 52 weeks per year contract.

Location

The role will be primarily based at home but will require travel to meet corporate partners at their offices as well as to Little Village baby banks & our warehouse; the team works together in person once a week at a central London location.

Contract

This is a permanent contract, starting as soon as possible. You will have a probation period of 3 months

The application process

Little Village operates in London, one of the most diverse cities in the world. We are working towards a goal where our team fully reflects that diversity and difference in lived experiences and strongly encourage applications from under-represented groups including: people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people, people with disabilities, people with lived experience of poverty either personally or through family, experience of the care system, non-graduates and first-in-family graduates. As part of our commitment to fairer recruitment, all applications will be assessed without names and any protected characteristics.

We seek to recruit people with a good combination of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates.

We want Little Village to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments so that everyone can apply to this role. We are serious about working with the right candidate to make this role work for them. To read our Equal Opportunities Policy please see [here](#).

We know everyone's lives are different and that traditional working patterns may not be quite right for you. We think this job requires 35 hours per week but if you are interested in the role but cannot commit to the hours above, we are also open to discussing the hours you are able to do.

The requisite eligibility criteria, or work visa to work in the UK are a requirement for this position and unfortunately, we are not able to offer relocation and/or sponsorship support.

Please note that this position will require a DBS check.

If you need additional support with your application or interview process, then please do let us know what you need and where we can help make this accessible.

To apply, we would like you to complete [this online application form](#) by 9am on Monday 4th December 2023. Here, you'll be able to attach a CV. You will also need to respond to the following questions, using up to 500 words for each answer.

- What skills and experience would you highlight that are relevant to this role and our work at Little Village?
- How have you successfully juggled multiple priorities and what strategies, systems and processes have helped you to do so?
- How would colleagues and friends describe you? What are your superpowers and how are you still developing?
- Which of our four values; love, solidarity, thriving and sustainability resonates with you most and why?

We will be looking for concrete evidence of the difference you've made in relation to the questions we've asked: it's your chance to show us the skills and experience you'd bring to this role.

We will also invite you to complete an [anonymous equal opportunities form](#). The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes only. This information won't be seen by any person involved in the selection process for this post. It will enable us to monitor how we are doing against our diversity and inclusion commitments.

Applications should be completed by **9am on Monday 4th December 2023**. Please note, applications not using the online application form and following the guidelines set out here will not be considered.

Key dates

Submission of application: 9am on Monday 4th December 2023

All applications will be assessed on the match to the experience and skills set out here. We know we are asking for a lot and we are looking for your honest appraisal of where you are already high performing and where there is room for growth.

First interview: Monday 11th December 2023

This will be a competency-based interview with two members of the Little Village team. We will confirm who you'll be meeting when this interview is arranged.

Second round interview: Friday 15th or Monday 18th December 2023

This will be a competency-based interview with two members of the Little Village team. We will confirm who you'll be meeting as well as the location when this interview is arranged.

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