



CORPORATE PARTNERSHIPS OFFICER (fixed term)

Location: Flexible remote with regular presence at our office in Horsham, West Sussex, for monthly team meetings and attendance at meetings with partners as required

Full-time 35 hours per week. This is a maternity cover role for c.12 months to start as soon as possible

Reports to: Corporate Partnerships Manager

Salary £28,000 per year

About the Charity

Born Free works tirelessly to ensure that all wild animals, whether living in captivity or in the wild, are treated with compassion and respect and are able to live their lives according to their needs. As a leading wildlife charity, we oppose the exploitation of wild animals in captivity and campaign to keep them where they belong – in the wild.

We promote Compassionate Conservation to enhance the survival of wildlife, especially threatened species in the wild, and to protect natural habitats while respecting the needs and safeguarding the welfare of individual animals. We seek to have a positive impact on animals in the wild and protect their ecosystems in perpetuity, for their own intrinsic value and for the critical roles they play within the natural world.

Set up initially as Zoo Check in 1984 by Bill Travers, Virginia McKenna and their son Will Travers, Born Free has worked tirelessly for 40 years to prevent captive animal suffering and phase-out zoos. Will continues to lead the organisation as Executive President, and Virginia remains active on the Board of Trustees, working closely with the team to share our vision and programmes on public forums.

The Opportunity

As our Corporate Partnerships Officer, you will work closely with our Corporate Partnership Manager to build long-term, sustainable and mutually-beneficial relationships with businesses. You will be responsible primarily for providing high quality account management to Born Free's growing portfolio of corporate partners, together with supporting the Corporate Partnerships Manager in developing new business to increase our income and impact.

This role requires a candidate with strong relationship management, communication and organisation skills, who is able to work across a range of relationships and activities concurrently. You will also ideally have previous experience of managing projects, campaigns or other cross-team collaborative activities, and of using creative packages to produce engaging presentations and reports.

The Corporate Partnerships Officer (fixed term) role forms part of the maternity cover arrangements for corporate partnership fundraising, while our Head of High Value Partnerships is on leave until April 2025.

The Role

The Corporate Partnerships Officer will be energetic, proactive and collaborative, and keen to develop their knowledge of corporate partnerships. Key tasks will include:

Account management

- Manage a portfolio of corporate partners as their day-to-day central contact point, delivering best practice account management, with a focus on developing meaningful and long-lasting relationships that drive maximum value and mutual benefit.
- Ensure all reports sent to partners are of a high standard, produced on time and appropriately personalised.
- Proactively update corporate partners on upcoming events, campaigns, and news at Born Free.
- Work with the Corporate Partnerships Manager and colleagues across Born Free to ensure the timely activation of partnerships, in particular, by working with the communications and programmatic teams.
- Support the project management and administration of agreed campaigns and projects.
- Proactively update the Corporate Partnerships Manager on progress against plan and flag major risks and barriers that could impact delivery.
- Keep account plans up to date and relevant internal stakeholders informed of key partnerships.

New business

- Work with the Corporate Partnerships Manager to develop compelling new business pitches, presentations and proposals for a range of audiences – including one off sponsorship proposals to charity of the year, licensing and multi-year funding pitches.
- Undertake prospect research across partnership relationships including through online research, direct outreach and by suggesting new and innovative ways to identify, deliver and develop new and existing partnerships.
- Proof-read and edit proposals (and other partnership materials) to ensure high standards are maintained.
- Undertake due diligence of all potential partners to ensure they meet Born Free's Ethical Fundraising Policy requirements.

Finance, systems and administration

- Ensure the database (we use Raiser's Edge NXT) and SharePoint are up to date and accurate for your areas of work and that finance procedures are adhered to for all contracting and invoicing.
- Support the Corporate Partnerships Manager in developing annual plans and income and expenditure budgets and assist in the monitoring of corporate partnership income and expenditure.
- Develop strong working relationships both within the fundraising team and across the wider charity, working collaboratively, sharing information and supporting team development and wider fundraising.
- Attend occasional out of hours events supporting partnership management, new business development and wider fundraising.
- Provide general administrative support across the high value team as required.

Representing Born Free

- Represent Born Free in key external funding relationships and with third party organisations as required, clearly and effectively communicating the charity's animal welfare and wildlife conservation priorities, and enhancing the brand's popularity and understanding at every opportunity
- Attend and support Born Free's events as requested, making connections and generating leads/opportunities for corporate support.

External trends and regulation

- Keep up to date with commercial and sector trends and legislation, and ensure compliance with the Charity Commission, fundraising regulation, and legal requirements within Corporate Fundraising.

The successful candidate should ideally demonstrate the following attributes:

- Minimum 1 year in a relationship management/fundraising/related role, ideally in corporate fundraising
- Strong interpersonal and account management skills
- Strong timekeeping skills and highly organised, with the ability to plan, prioritise and meet concurrent deadlines
- Professional with strong presentation and communication skills, including of using design programs to create visually impressive pitches, proposals and reports
- A "can do", flexible approach, comfortable working in a busy, fast-paced team
- Strong attention to detail, able to notice errors in written information
- Proficient with Microsoft computer packages and other digital technology, including CRM systems and online meeting platforms
- A team-minded approach - taking others on the journey with you and sharing knowledge/expertise for the benefit of the wider fundraising team and organisation
- Celebrates success
- Solutions-focused. Resilient in the face of setbacks and challenges
- A strong empathy and engagement with the work of Born Free, and the desire to drive it forward, bringing energy and determination to its mission.

The candidate will report to the Corporate Partnerships Manager.

Our excellent benefits package includes opportunities for continuous professional learning, a generous annual leave entitlement, working from home with regular team meetings to help you maintain a healthy work-life balance, wellbeing support, and a competitive pension.

Born Free is an Equal Opportunities employer and positively encourages applications from suitably qualified and eligible candidates, regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We welcome requests for flexible working.

Thank you for your interest.