

#### 4. Monitoring, measuring &, recording

- Ensure that corporate partner records are accurate and up to date on the TLMA database (e-tapestry).
- Maintaining good corporate partnership records and filing systems, inputting key information into the database and income spreadsheets
- Ensure that the corporate partnership records are updated by all members of the team so that relationships and comms with stakeholders are easily accessible to the wider team

#### 5. Flexibility

- Support the Appeal Team to organise/resource cultivation events to engage prospects and build relationships with them as necessary
- Assist with event table sales as/when necessary and attend all Appeal events
- Undertake charity partner visits and partner/stakeholder meetings as necessary
- Support other tasks within the remit of the job may be required from time to time
- The job holder will be consulted about any proposed changes line management when required

#### Other

- Gain a full understanding of the strategic aims of TLMA in order to maximise opportunities and ultimately secure financial support and gifts in kind.
- Follow best practice in all aspects of fundraising and keep abreast of the latest developments in corporate fundraising.

#### General

- To work flexibly and collaboratively across the organisation to achieve organisational aims and objectives, gaining a full understanding of the strategic aims of TLMA to maximise opportunities
- Willing to work occasional mornings and evenings (outside of core hours) to support on Fundraising events
- Support the Senior Programme Manager and CEO as required with additional tasks as required
- To work within TLMA's policies and procedures

### PERSON SPECIFICATION

SKILLS	Essential or Desirable
Excellent skills to ensure a varied portfolio of complex projects are delivered on time and to budget	Essential
Excellent stakeholder management and interpersonal skills to develop positive and effective relationships with a variety of stakeholders, including businesses, C-Suite executives, and charity partners	Essential
Excellent communication and presentation skills, verbal and written, and ability to tailor communications to diverse audiences	Essential
Ability to think and plan strategically to achieve successful corporate partnerships and organisational outcomes	Essential
Excellent organisational and prioritisation skills and ability to effectively manage competing demands and tight deadlines	Essential
Excellent new business skills to research, identify and secure new corporate partners	Essential
Excellent stewardship skills to implement and follow a tailored stewardship plan for each corporate partner	
Strong budget management skills	Essential
EXPERIENCE	
Proven track record in securing and developing high value (6 figure) corporate	Essential