



ROLE DESCRIPTION AND PERSON SPECIFICATION

Senior Business Partnerships Officer

BASE OF WORK:

Brook House, with regular travel across the county.

REPORTING TO:

Partnership Manager

VOLUNTEER MANAGEMENT:

Volunteer manager tasks include using Team Kinetic & leading on volunteer recruitment, onboarding, recognition and day-to-day management of volunteers.

ROLE PURPOSE

Suffolk Wildlife Trust is an inspiring and impactful organisation with a compelling vision for our county [“A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help”](#).

In the decade to 2030, we are committed to scaling up our activities across the county, to bring nature back to Suffolk. Our aim is for 30% of our county to be connected and well looked after for nature by 2030, so that our species and habitats can recover and thrive – and for 1 in 4 people to be actively helping to achieve this.

As the Senior Partnerships Officer, you will be a driving force in the Philanthropy and Communications team, and instrumental in growing corporate fundraising income year on year. You will use your creative and professional skills to provide high-quality account management, stewardship, and growth in existing corporate and community partnerships as well as proactively generating new leads to secure valuable partnerships for the Trust.

MAIN RESPONSIBILITIES

Every staff role has three key areas of focus known as the “Power of 3” to support our mission to bring nature back. Typically, you should expect to spend 80% of your time on these:

1) INCOME GROWTH

Grow corporate and community fundraising income (with a focus on unrestricted income) year on year through evaluating and elevating existing activity; work with the Partnerships Manager to develop new products and initiatives

This includes but is not limited to:

- Lead on the development of our Wild Work and Wellbeing Day programme, curating an attractive proposition with wardens, securing new corporate bookings and ensuring an excellent service/product throughout
- Lead on generating and growing income from a portfolio of existing corporate partners; ensuring membership renewals are dealt with in a timely manner and creating innovative approaches to engage, cultivate and steward relationships to the next level
- Lead on identifying potential corporate supporters and securing new partnerships, from pre-agreed business sectors, in line with agreed targets and KPI’s to generate valuable income for the Trust
- Lead on identifying and securing new community opportunities for fundraising
- Lead our ‘Collection Box’ programme, ensuring this is run in accordance with our Policy

- Lead on developing our 'Challenge' programme, working closely with our Communications team, ensuring there is a varied programme of events for supporters to engage with; stewarding those engaged to successful fundraising targets and profitable ROI
- Where required, support the Partnerships Manager in the planning and delivery of key Income Generating events such as our annual Golf Day, Eco Tourism Event and Biodiversity Conference

2) SUPPORTER EXPERIENCE

Work with the Partnership Manager to deliver an exceptional supporter experience for all corporate partners (and their employees), community supporters and fundraisers through tailored communications and outstanding account management.

This includes but is not limited to:

- Lead on the scheduling, organisation and effective delivery of quarterly net-walking events for corporate partners and an annual members thank you event
- Lead on liaison with the Comms Team to ensure our quarterly Business Bulletin is compiled in a timely manner and that the publication is distributed to our supporters and subscribers through suitable channels and in accordance with communication preferences
- Support the Partnerships Manager to ensure all Members and Sponsors receive their stated benefits through careful scheduling and regular contact
- Lead on supporting community fundraisers to achieve the best they can, through help with digital assets, physical resources and advice around the Fundraising Code
- Lead on a robust thank you system

3) RELATIONSHIP MANAGEMENT

- Responsible and accountable for managing income and expenditure for an agreed portfolio of corporate and community partnerships and products
- Ensure all appropriate fundraising processes and agreements are in place to adhere to fundraising best practice
- Maintain accurate supporter records on the CRM system ensuring the effective relationship management of partners
- Develop strong internal working relationships with the Finance and Communications Team
- Use your skills and experience to contribute holistically to the Trust's vision for a Wilder Suffolk.

PERSON SPECIFICATION

- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back
- Previous experience within a similar role
- Strong sales, negotiation and networking abilities.
- Excellent communication and presentation skills.
- Flexible and adaptable.
- Excellent IT skills (Microsoft 365).
- Relationship-building and stakeholder management.
- Understanding of ESG trends (desirable).
- Strategic thinking and financial acumen skills.

OUR CULTURE

[Our organisational culture matters to us and enables us to achieve more for wildlife.](#)

Your role description explains the three key areas of focus of your role. What is equally important is how you do it. Suffolk Wildlife Trust is a gutsy organisation - we show courage, determination and spirit, learning from experience and embracing new ideas.

We are driven by our shared values and passion for nature and support each other – staff and volunteers - to be the best we can to deliver for nature. We constantly strive to communicate and collaborate brilliantly, representing Suffolk Wildlife Trust in a friendly, professional and well-informed manner.

ADDITIONAL INFORMATION

- Full UK Driving licence and access to a vehicle.
- The role may entail some evening and weekend working (with time given off in lieu).
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Suffolk.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.

WILD ABOUT INCLUSION

Suffolk Wildlife Trust is committed to an inclusive and diverse workplace where everyone is welcome. As a conservation charity, we recognise the importance of diversity in both nature and our workforce of staff and volunteers. We strive to ensure that everyone feels valued and empowered to contribute to our vision of “A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help”.