



### **Corporate Partnerships Executive**      **Grade: 7**

**Directorate:** Fundraising, Marketing & Communications    **Location:** Slimbridge with hybrid working

**Reporting to:** Senior Corporate Partnerships Manager

**Main function of post:** To support the delivery of our corporate partnerships, account manage a small number of our partners including our corporate ticketing partnerships and manage and develop our volunteering programme.

**Supervisory responsibilities:** None

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### **Responsibilities of the post**

1. Work with the Senior Corporate Partnerships Manager and wider Corporate Partnerships Team to deliver agreed income and other targets.
2. Manage and develop the corporate volunteering & Away Days programme for a variety of partners, including our flagship Aviva partnership, working closely with WWT wetland centre colleagues to deliver a high quality B2B product which delivers on WWT & partner objectives.
3. With the Corporate Partnerships Manager, manage corporate ticketing partnerships, providing outstanding stewardship, and ensuring relationships deliver against agreed objectives and obligations for the partner and WWT.
4. Support the delivery of our Blue Recovery Fund product, including liaising with internal stakeholders to ensure high-quality and varied content is shared regularly with partners.
5. Work with the Corporate Partnerships Team and across the organisation to develop new products to maximise the relationship with each of our corporate supporters.
6. Support the delivery of the corporate partnerships content and communications plan, identifying key moments to drive further engagement with the partners managed by the role.
7. Work with the Corporate Development Manager to onboard new corporate partnerships.
8. Work with the marketing and digital teams to develop and distribute our biannual Corporate e-Newsletter to aid engagement with our corporate supporters.

9. Coordinate and administer our payroll giving scheme and manage relationships with our external professional fundraising organisations.
10. Provide regular updates on progress against agreed metrics and contribute to wider departmental fundraising reports as required.
11. Keep abreast of trends and developments in corporate fundraising and the wider corporate sector.
12. Maintain all income and supporter records in the database, working closely with the finance team and the Philanthropy & Partnerships Officer on processing income and invoices.
13. Comply with data protection, fundraising and other charity law and best practice guidance as appropriate.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

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**Date raised:** July 2023

**Amended:** February 2025

# Person Specification

## Experience

### *Essential:*

- Experience of using database systems to manage client and prospect records or relevant transferable skills
- Experience of delivering volunteering opportunities
- Administrative experience or relevant transferable skills
- Experience of managing own workload effectively

### *Desirable:*

- Experience of delivering communication plans and an understanding of different communication channels
- Experience of managing partnerships and developing relationships
- An understanding of payroll giving
- Experience of financial processing
- Experience of working in the charity sector

## Managerial & Supervisory

### *Essential:*

- No direct line management is required in this role

## Responsibility

### *Essential:*

- Responsible for ensuring all Corporate Partnerships Team income is processed accurately and maintaining accurate information in the CRM database
- Responsible for coordinating the corporate volunteering programme and meeting income targets
- Responsible for coordinating our Payroll Giving scheme and meeting income targets
- Responsible for maintaining accurate information in the CRM database
- Able to adopt a flexible approach to managing a wide and varied workload, prioritising accordingly, and ensuring all income targets and KPIs are achieved

## Creative Ability

### *Essential:*

- Excellent planning and time management skills
- Excellent attention to detail
- Confidence in contributing new ideas

***Desirable:***

- Ability to construct and write engaging, concise and accurate reports
- Ability to write clear and concise briefs and work effectively with creative teams

## **6. Contact**

***Essential:***

- Friendly and professional approach and attitude
  - Able to work well as part of a team but also to work independently and proactively
  - Excellent communication skills, both written and verbal, including confident and capable presentation skills
  - The ability to build effective working relationships across multi-disciplinary teams in a complex organisation
  - The ability to network effectively and represent WWT at the highest level
  - Ability to be passionate and inspiring when communicating about WWT's work
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## **General Notes**

This position will require occasional evening and weekend work to meet the needs of the post, as well as occasional travel to WWT sites and partner offices when appropriate. Reasonable notice will be given for any work outside of normal contracted hours and Time Off In Lieu (TOIL) will be given in these instances if appropriate. A current UK driving license and ability to travel within the UK is desirable given the rural location of most of our sites.