



Partnerships Officer– Job advert

Responsible for:	Supporting the Partnerships Manager to deliver on City of Tree’s fundraising strategy. Focusing on developing unrestricted donations across multiple revenue streams including corporate partnerships, community, legacy, and digital fundraising.
Hours:	Full time. Part time also considered
Contract:	Two year FTC with potential to extend depending on funding
Reports to:	Partnerships Manager
Salary:	Up to £30,369

Role overview

City of Trees, the community forest charity for Greater Manchester is looking for a highly motivated, confident individual who can sell the power of trees and woodlands and create lasting partnerships with potential funders to generate income for City of Trees. This is an exciting and rewarding role for someone who is looking to work across multiple fundraising disciplines and establish themselves in our small but agile team.

The ideal candidate will work alongside our existing Partnerships Manager to help deliver our fundraising and partnership strategy with a focus on building unrestricted income levels for City of Trees. The ideal candidate is an ambitious self-starter with at least two year’s experience in a fundraising or partnerships-based role. The successful applicant will ideally have a broad understanding of a range of income generation methods including corporate, community, legacy and digital fundraising.

The perks

- 25 holiday days a year, plus bank holidays and Christmas closure
- Flexi-time
- City centre office with hybrid working available
- Opportunity to get outside and get your hands dirty with planting and woodland management days.
- Joining a growing, down to earth team who love a good social and pizza party!
- Going home knowing you’ve done something good for future generations

About City of Trees

We are City of Trees, the community forest for Greater Manchester and registered charity. We plant trees, we look after trees, we promote a culture of trees.

We plant trees for people; trees to create better, greener places; to boost health and wellbeing; to enhance green skills; and to tackle the climate and biodiversity emergency. We're rooted here in Greater Manchester, the place we live and work. We are proud to call Greater Manchester home and are passionate about making our region even better, one tree at a time.

Key duties and responsibilities:

- Work alongside the Partnerships Manager to implement the fundraising strategy with a focus on building unrestricted income levels for City of Trees.
- Opportunity to grow and develop a range of fundraising disciplines including corporate, individual giving, legacy and digital fundraising.
- Assist the Partnerships Manager in managing existing key funder relationships and take the lead on developing new funder relationships and revenue streams.
- Play a supporting role in trusts and foundations, working closely with the Business Development team.
- Oversee and maintain accurate supporter records through the use of our CRM system, Donorfy
- Work closely with the communications team on digital fundraising and events.
- Represent City of Trees and raise the profile of the organisation externally by giving presentations and pitching to prospective clients.
- Helping to develop other methods of income generation such as merchandise opportunities and keeping on top of current trends and best practice in fundraising
- To undertake informal and formal training as agreed
- Carry out duties with full regard to equal opportunities and health and safety policies.
- Undertake any other duties which may reasonably be requested and to work in a flexible manner.

Person specification:

	Essential	Desirable
Experience		
Broad experience across multiple fundraising disciplines i.e legacy, individual giving, community and corporate fundraising.	X	
Experience of stewarding key client and/or funder relationships	X	
Experience in planning, organising and delivering fundraising campaigns and activities.	X	
Experience of using a CRM system such as donorfy, salesforce, Raisers Edge or ThankQ	X	
Excellent research skills with experience of identifying quality new fundraising leads	X	
Experience of applying for grant and trust applications		X
Knowledge and Skills		
Understanding of the charity sector – both the challenges and opportunities	X	
Business and financial acumen	X	
A solid understanding of regulations that affect fundraising activity including the Code of Fundraising Practice and GDPR	X	
Strong prioritisation skills and ability to work independently	X	

Understanding of social media and it's potential for fundraising	X	
Ability to manage a diverse and busy workload and prioritise the areas with the most ROI	X	
Understanding of the environment sector and landscape		X
Good communication skills and a creative, collaborative approach to fundraising	X	
Personal attributes		
Confident, professional and approachable	X	
Good influencing and negotiation skills	X	
An interest in the environment and sustainability agenda	X	

Additional information

How to apply.

- Please send a cover letter and CV to our HR team at hr@cityoftrees.org.uk
- Closing date on the 22nd of November
- Interviews w/c the 25th of November