



## JOB DESCRIPTION

**Job Title:** Corporate Development Manager  
**Responsible to:** Director of External Relations  
**Responsible for:** Managing the Corporate Partnerships Programme  
**Salary:** £28000 - £32,999

### 1 JOB PURPOSE

As the Corporate Development Manager you will manage the development and delivery of Wildwood's Corporate Partnership, Community and Events programmes, delivering income targets whilst supporting the Mission and Vision of the Trust.

### 2 MAIN DUTIES

1. The identification and recruitment of corporate partners, through research, marketing and networking.
2. Creating and delivering pitches and proposals to engage and secure sponsors and partners.
3. Responsibility for the corporate partnership programme, including management of the launch and promotion of the new scheme and working to achieve year on year growth in corporate support and income at all levels, to meet financial targets.
4. Management and oversight of the Community and Events programme and team of staff and volunteers.
5. Management and development of the Trust's Corporate Volunteer programme.
6. Establishing and delivering excellent customer journey and stewardship programmes to attract and retain corporate and community partners.
7. Manage and inspire the Corporate, Community and Events team, ensuring excellent customer service across the board.
8. Management of all corporate data on Wildwood's CRM system: including overseeing the efficient data management of all corporate partners, donors, adopters and prospects, analysis and reporting.
9. Work closely with colleagues within the broader Marketing, Communication and Fundraising Teams to ensure consistency of the charity's brand and message within the department's activities.
10. Adhere to the Fundraising Code and Charity Commission guidelines and other external regulations (e.g. GDPR) – as set out by WWT's processes, policies and procedures.

### 3 SKILLS, KNOWLEDGE AND EXPERIENCE

The Corporate Development Manager will be genuinely passionate about British wildlife and its conservation, with a drive for furthering the Trust's charitable objectives. This role requires an enthusiasm for customer service, excellent communication, leadership, sales or fundraising, and team working skills.

### 1. Essential

- Excellent and demonstrable skills in closing high level sales, securing major donations or securing corporate partnerships.
- Good team management skills.
- Excellent skills in presentation and pitching in a corporate or charity environment.
- Good networking and engagement skills.
- Good written and verbal communication skills.
- Good knowledge of the fundraising and corporate development landscape.
- Good knowledge/experience of working with CRM systems.
- Excellent experience in delivering a high level of customer service in a sales, fundraising or marketing role.
- Excellent experience in working to and achieving targets.
- Good experience of managing and working within budgets.

### 2. Desirable

- Solid sales or face-to-face fundraising skills.
- Experience of the recruitment of corporate partners or sponsors.
- Good experience of working in a fundraising or sales team.
- Management experience of corporate partners or business accounts;
- Event management experience.

## 4 ROLE DIMENSIONS

<b>Annual Budgetary amount:</b>	£0
<b>Number of staff reporting to the post (direct/indirect):</b>	2
<b>Any other information:</b>	

3.

## 5 OTHER CONSIDERATIONS

1. The post is advertised as full time and may require weekend and bank holiday working.
2. No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability. As an equal opportunities employer, applicants for staff vacancies shall be shortlisted for interview and appointed purely on the grounds of their suitability for the post as laid out in the advertised job description
3. Wildwood operates a no smoking policy in the park and in its offices.

## 4. Employment Package

The salary for the Corporate Development Manager is Grade 4 £28000 - £32,999 pro rata.

Normal working hours are a 37.5-hour week, plus a half an hour unpaid for lunch each day; core hours are 9.00 am until 5.00 pm although the job may involve overtime, including some evening and weekend working as part of your normal duties.

The holiday allowance is 30 days a year, this includes statutory holidays.

Appointments are subject to confirmation after a six-month probation period.

Wildwood offers access to a stakeholder pension, details of which will be given to you on confirmation in post.

## 5. Applications

Application is by C.V. and covering letter and must contain the following information:

- Name, address, contact phone numbers
- Personal Statement
- Employment history
- Educational history

You should include a statement of the relevant skills and experience that you believe you will bring to the job, paying careful attention to the requirements of the job outlined above. You should give two referees to whom we can turn for a confidential reference, one of whom should be your current or most recent employer. References will only be taken up for those candidates chosen for interview or, with regard to current employer, on offer of contract.

Applications will not normally be acknowledged. If you would like yours to be acknowledged, please enclose a stamped, self-addressed postcard.

Applications should be sent to Helen Sayers, Wildwood Trust, Herne Common, Herne Bay, Kent, CT6 7LQ. Or alternatively email [jobs@wildwoodtrust.org](mailto:jobs@wildwoodtrust.org). Interviews and selection tests will be held on site at Wildwood Trust at Wealden Forest Park, Herne Common by arrangement.