



## Job description – Partnerships Development Executive

This role will support the Chief Executive of Two Green Magpies Ltd (TGM) to deliver organisational development work to clients and to help to expand Two Green Magpies Ltd by raising its profile as an honest and ethical Consultancy.

This role is primarily home based and hours can usually be worked flexibly, to meet the needs of our clients. You may occasionally have to travel to meetings within the UK when required, although we encourage meetings to take place online.

You will be joining a valued team comprising of the CEO and a small group of freelance fundraisers and marketers. Your role will be two-fold, firstly to deliver high quality development work, including operational and strategic reviews and fundraising support at all levels to TGM clients through a business support approach. Secondly your role will also help to increase the profile of TGM through developing new and existing partnerships to generate business opportunities and by creating content (written, audio or video) based on work delivered, for various marketing platforms.

You will be responsible to the Chief Executive.

### Hours of work:

18.75 hours a week (equivalent to 2.5 days a week) to be worked flexibly to suit your needs and the needs of our clients. Ability to increase hours as the business grows.

### Salary, etc:

- £30,000 per annum (pro rata)
- 3% employers pension contribution
- Travel expenses at 45p per mile, although online meetings encouraged
- Provision of laptop and mobile phone
- 28 days annual leave which includes Bank Holiday entitlement (pro rata, therefore this role receives 14 days)
- After 5 year's employment, 1 additional day of annual leave added each year (pro rata, therefore this role receives 0.5 days) up to a maximum of 35 days per year (pro rata)

### Purpose of job:

1. To provide high-value organisational development delivery to Two Green Magpies clients
2. To support Two Green Magpies with new business development and promotion
3. To play an active role within Two Green Magpies

#### 1. Delivering excellent trust fundraising means:

- Providing reviews and recommendations for strategic and operational aspects of businesses and charities.
- Writing and compiling strong cases for support to drive investment.
- Researching and contacting funders and building funding pipelines.
- Building strong relationships with funders, including trusts, foundations and local authorities.
- Writing compelling funding applications.
- Assessing strengths and weaknesses in client trust fundraising programmes.
- Offering critique on client-written applications.
- Not being afraid to challenge a client when an application is not right for them.
- Being the client's go-to person for trust fundraising.
- Offering value for money to the client.

## **2. Supporting new business means:**

- Being able to explain/promote the ethos of Two Green Magpies to potential clients.
- Responding to email enquiries that come directly to you.
- Informing the CEO of any potential new clients.
- Building relationships with potential clients.
- Assessing prospective client needs.
- Working with the CEO to prepare proposals for potential clients.
- Working with the CEO to embed new systems and processes in place as the company grows.

## **3. Playing an active role within the team means:**

- Preparing for meetings, attending and engaging.
- Offering advice and opinion in group conversations.
- Being a self-starter, using your initiative and problem solving.
- Inputting into the company's marketing activity, which may include writing case studies or creating content based on TGM work to be used across social media channels.
- Getting involved / stuck in when we need new systems as we grow.

Two Green Magpies Ltd is an inclusive employer and as such strives to meet any additional needs of its employees, freelancers, suppliers and clients. TGM strives for diversity in its workforce.

### **Expectations:**

- You will have a rounded and detailed understanding and proven experience of general fundraising in the charity sector.
- You will already have a proven successful track record of securing grants for charitable organisations.
- You will be confident in contacting funders to ask for advice and guidance when making applications.
- You will be comfortable with developing client relationships and working closely with them to access the information you need to make strong cases for support and funding applications.
- You will work with the CEO and lead in securing your own work.
- We will support, train and mentor you to give you any additional skills and confidence you need.
- You will involve yourself in our small company, engaging with any business development and marketing, as time allows.

### **What you will be doing:**

During an average month you will be:

- Delivering high-quality trust fundraising work to two or more clients.
- Seeking feedback from previous clients, including case studies and testimonials.
- Communicating with potential clients to learn about their needs, recommend courses of action and follow up to hear their decisions.
- Keeping up to date on all things trust fundraising via news, articles, blogs etc.
- Sharing trust fundraising news and knowledge as part of planned and agreed marketing activity.
- Keeping up to date with your own admin and any work completed on the TGM shared drive.
- Attending team meetings either via Teams or in person and engaging in team chat on WhatsApp.
- Inputting your valued opinion on potential new systems and processes as the company grows.

### **Some practicalities:**

- You will be supplied with a laptop and phone.

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- We have a Microsoft Business Account and all TGM work will be stored on OneDrive/Sharepoint. For security, you will not store TGM work directly onto the laptop.
- You will be supplied with a TGM Outlook email address.
- You will be able to use Teams.
- We subscribe to the GRIN funding database which you will have access to.
- You will track your time on our spreadsheet, which we use to generate client invoices.
- We don't currently use a CRM but this may change as we grow.
- You will have monthly catch-up meetings with your Manager.

### Finally

We pride ourselves on understanding that people work better when they are happy and fulfilled. To that end we work on a flexible basis. As long as the client's (realistic) needs are being met and your objectives are being met, you can work this role around your life, as agreed with your Manager.

Our door is always open. We prefer you to be upfront if you are struggling at any level so we can help get the right support in place. We consider that there is always a solution to any problem, anxiety or worry and that we all have them. You will never be judged at Two Green Magpies.