



**Corporate
Partnerships
Manager**

August 2025



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Thank you for your interest in joining the Jessie May Income Generation team as our Corporate Fundraising Manager.

This is an exciting time to join us. We've just completed our biggest campaign yet, which has boosted brand awareness and opened up new opportunities. Our fundraising team is vital to providing the much-needed funds that allow exhausted parents to take a break, siblings to spend precious time together, and children to simply be children.

Jessie May was founded by a family for families, and ensuring the child's voice is heard remains at the heart of everything we do. Our dedicated teams of specialist nurses, nursing assistants, and family support staff touch the lives of hundreds of family members each year. Our vision is simple but powerful: that every child and young person with a life-limiting or life-threatening condition can enjoy the best possible quality of life and, when the time comes, choose to live and die at home, surrounded by their loved ones.

Together, we help create moments of joy and memories to treasure when they are needed most.

The successful candidate will have proven experience in identifying new business opportunities, building a pipeline of support, and delivering exceptional stewardship and account management for existing partners. You'll be an inspirational fundraiser, a collaborative team player, and committed to contributing to our shared annual target of £2 million.

If this opportunity excites you and you have the skills, experience, and passion we're looking for, we'd love to hear from you. Please complete our application form and send it along with your CV by 5pm, Monday 1 September.

For an informal conversation about the role, contact **Emma Carter** at emma.carter@jessiemay.org.uk to arrange a call.

From, 

About Us

At Jessie May, we provide specialist nursing care, at home, for children with life-limiting and life-threatening conditions. We support parents, siblings and wider family members in Bristol, South Gloucestershire, North Somerset, Bath and North East Somerset, and Wiltshire.

Through life and death, bereavement, and grief, we are here for families for as long as they need us - support for weeks, months, and years.

With us, seriously ill children can still be children, and their families can make memories to look back on when they need them most.

Our families let Jessie May into their homes, both physically and emotionally, offering expert care and much-needed space for parents and carers to rest, and recharge.

Because they know the children so well, the nurses can advocate for children in clinical settings, so their voices and needs are always heard, whilst also supporting worried families during extremely difficult times. When the end of a child's life approaches, they're there too, offering the kind of gentle, familiar care that only long-term, trusted relationships can provide

Our Vision

Our vision is that all children and young people with life-limiting or life-threatening conditions are supported to have the very best quality of life possible, and to choose to live, and to die, in their own homes with their families.

Our Mission

Our mission is to provide the very best care and support possible, at home, for children and young people with life-limiting or life-threatening conditions and their whole families. For the whole journey in life, at the end of life, and in bereavement.

Our Values

**We are kind,
passionate
and
committed**

**We are honest,
respectful and
collaborative.**

**We put
children and
families first**

Job description

Post	Community Engagement Fundraising Officer
Reports to	Director of Income Generation and External Engagement
Salary	£33,749 - £37,241
Contract	Permanent
Hours	28 - 35 hours
Annual Leave	27 days, increasing with length of service
Pension	Group pension scheme
Location	Jessie May office, Kingswood, Bristol - 3 days a week onsite with additional travel to meet with partners as needed.

Role

As Corporate Partnerships Manager, you’ll play a key role in supporting and growing Jessie May’s corporate income. You’ll nurture existing partnerships while developing and managing a robust pipeline of new prospects, in line with our wider fundraising and organisational strategy.

Your work will involve creating tailored stewardship journeys, compelling proposals, and clear impact reports that build strong, lasting relationships and deliver a sustainable income stream.

You’ll identify, build, and secure high-value partnerships across a range of opportunities from strategic partnerships and employee fundraising, to cause related marketing opportunities, events, and Gifts in Kind. You’ll know how to create mutually beneficial partnerships that meet our corporate partners’ goals while delivering meaningful impact for the children and families we support.

Main Responsibilities

Relationship Management and Stewardship

Manage a portfolio of corporate partnerships, building strong, strategic relationships and delivering high-level stewardship to encourage ongoing support and long-term sustainability.

Plan, manage, and deliver corporate cultivation and stewardship events, visits, and meetings with existing supporters and new prospects, while developing a corporate partnerships calendar of activities to enhance and grow relationships

Identify key senior contacts within each partnership and drive stakeholder engagement, leveraging internal relationships to deepen commitment across all levels of the organisation.

Ensure all corporate relationships comply with the Fundraising Regulator and internal due diligence requirements, and that all partnership activity aligns with Jessie May’s brand and values.

Maintain accurate records of corporate support on Donorfy, tracking engagement and financial contributions to inform future strategies and reporting.

Pipeline Development

Research, identify and cultivate new corporate partnership opportunities through proactive and strategic pipeline management.

Secure new multi-year corporate and charity of the year partnerships through strong prospect research, tailored proposals, and confident pitching.

Research, evaluate and develop new corporate fundraising opportunities including strategic partnerships, Charity of the Year partnerships, commercial partnerships, payroll giving, cash or gift in-kind donations, sponsorship and pro-bono opportunities.

Represent Jessie May at networking and events to promote our work and develop new leads.

Other Responsibilities

As directed by the Head Fundraising and Communications, deliver regular activity and income reports, and participate in the budgeting and reforecasting of corporate income.

Represent Jessie May at fundraising events, including weekends and out-of-hours.

Monitor and evaluate fundraising performance, ensuring all activities align with best practices and compliance standards.

Be flexible and carry out any other associated duties that may arise, develop, or be assigned.

Adhere to legal requirements for fundraising and general activities, including GDPR, The Fundraising Code of Practice, and others.

All Employee Responsibilities

Maintain an awareness of and actively follow and promote Jessie May policies, including (but not limited to), Equality and Diversity, Health and Safety, Safeguarding, Data Protection and Confidentiality.

Complete all Jessie May mandatory training, within the required timescales.

The welfare of children and young people with who we support and come into contact with, either directly, or indirectly, is paramount to all staff at Jessie May and it is our responsibility to ensure that best practice is followed and that you

adhere to the Jessie May values and Code of Conduct at all times.

To Note

This is not an exhaustive list of tasks; Jessie May employees will be asked to undertake other ad hoc tasks relevant to the scope and purpose of the role. This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed subject to amendment in consultation with the post-holder.



Jessie May Culture and Code of Conduct

The Jessie May team has created a 'code of conduct', which outlines the organisational culture. The behaviors that all team members adhere to are that:

We are caring and compassionate, actively looking out for one another and supporting workloads where we can.

We support and understand each other's priorities.

We are friendly and inclusive of everyone we come into contact with.

We maintain a professional attitude, fostering a culture of openness and actively encouraging constructive feedback among ourselves.

We are ambitious and hardworking and celebrate one another's achievements.

Terms & Conditions and Employee Benefits

Conditions, including but not limited to the following:

- Checks: The appointment is subject to satisfactory references, DBS check and a probationary period of six months.
- Salary: £33,739 - £37,241 pro-rata depending on experience. Salaries are reviewed annually, at the discretion of the Trustees, where the budget allows, with any increases effective from April.
- Pension: There is a group personal pension scheme that you are entitled to participate in, subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is the option to opt out. The employer's contribution is 5 per cent while the employee's contribution is 4 per cent of the pensionable salary.

- Death in Service Provision (once successfully passed probation)
- Work base: Jessie May office and throughout the Jessie May service area.
- Holiday entitlement: Annual leave is 27 days pro rate, plus bank holidays. Some annual leave is pre-allocated to cover some of the time between Christmas and New Year when the office is closed. This amount increases with service.
- Employee Assistance Programme
- Team Away Days and Social Events
- Free on-site parking (if available)
- Free office refreshments



PERSON SPECIFICATION

	Essential	Desirable
Qulaifications and training	Evidence of continuous professional development in fundraising, sales, or relationship management	Relevant fundraising qualification
Experience	- Proven track record of meeting and exceeding agreed income and engagement targets. - Experience in a similar role, with a history of securing and developing successful corporate partnerships or securing new business. - Demonstrable experience of securing five- and six-figure partnerships or sponsorships - Experience of creating compelling, tailored proposals and impact reports - Experience managing end-to-end partnership pipelines, from initial research through to cultivation and engagement. - Experience of working with senior stakeholders or corporate decision-makers - Experience of budget management and financial reporting	Experience working in a children’s charity, hospice, or healthcare fundraising environ- ment.
Abilities	- Ability to influence, persuade and negotiate using interpersonal skills. - Outstanding written and verbal communication and strong interpersonal skills, with the ability to inspire and influence - Strong proposal writing and presentation skills, with the ability to adapt tone for differ- ent audiences - Ability to build rapport quickly and develop long-term relationships - Strategic thinking and problem-solving skills - Able to stay focused and deliver high-quality work under pressure and to tight dead- lines. - pressure and to tight deadlines.	

Skills	- Confident using Microsoft Office, CRM systems and digital collaboration tools (e.g. Teams, Zoom) - Strong written and verbal communication to develop persuasive proposals, presenta- tions, and pitches. - An excellent networker, capable of connecting with a wide range of people to influence and negotiate partnerships. - Comfortable building senior-level relationships (CEOs, HR Heads, Marketing leads) and negotiating outcomes that meet both corporate stakeholders and Jessie May’s needs. - Strong attention to detail and high standards in the production of quality work. - Experienced in creating tailored stewardship journeys, impact reports, and partnership plans. - Excellent time management, attention to detail, project planning, and prioritisation. - Self-motivated and confident working independently as well as part of a small, collabo- rative team.	Comfortable using design tools like Canva to create engaging, on- brand presentations, proposals, and visual content for partners and campaigns
Knowledge and Understanding	- Knowledge of GDPR principles within fundraising - To possess, or have the motivation to develop, a thorough knowledge of the work of Jessie May and the children’s hospice sector	
Personal Qualities	- Motivated by achieving results, building meaningful relationships, and making a differ- ence. - Commitment to supporting and demonstrating the Jessie May values and behaviors in your work internally and externally.	
Other	- Full UK driving licence and access to your own vehicle - Willingness to work across the Jessie May region, sometimes out of hours and at week- ends.	

How to apply

Use our [application form](#) - You will be asked some basic details, need to answer 3 questions about your skills and experience and upload your CV. We would be grateful if you could also take the time to complete our anonymous [equalities monitoring form](#).

As part of our commitment to being a Disability Confident Employer, we guarantee an interview to anyone who identifies as disabled (as defined by the Equalities Act 2010) that meets the essential criteria set out in the person specification.

Closing date: Monday 1st September

Interview date: Wednesday 10th September

Interview location: Jessie May, 35 Old School House, The Kingswood Estate, Britannia Road, Kingswood, Bristol, BS15 8DB.

