Role Profile: Corporate and Community Development Manager

Mind BLMK is seeking a dynamic, outward-facing Corporate and Community Development Manager to join our Fundraising and Communications team. In this pivotal role, you will lead our efforts to expand our regional footprint and secure vital unrestricted income to fund transformative mental health services.

Acting as a strategic bridge between sectors, you will identify, secure, and steward corporate donors and commercial sponsors, while simultaneously cultivating collaborative relationships across the voluntary and local community sectors.

Joining our warm, values-driven Fundraising and Communications team, you will enjoy a supportive culture that champions your work-life balance through flexible working from our Flitwick HQ, alongside an exceptional benefits package. If you are a proactive communicator looking for a role where your commercial drive directly funds transformative, life-changing mental health support, we want to hear from you.

Post no:	673.
Start date:	TBA
Job title:	Corporate and Community Development Manager
Working base:	HQ, Flitwick
Reports to:	Income Generation Manager
Contract type:	Fixed term 12 months
Salary:	£30,000 per annum (£34,687.50 F.T.E.)
Contracted hours:	32.0 hours per week
Working days:	Monday – Friday (negotiable)
Working hours:	6.4 hours per day
Flexibility required:	To cover evenings and/or weekends to attend events/meetings
Checks needed:	DBS and 2 satisfactory references

Job Description

Duties and Responsibilities

- Create new business pipeline inclusive of research, prospect and securing new corporate partnerships, commercial donors and sponsors, e.g. Charity of the Year (COTY) aligning across the BLMK area.

- Manage account stewardship, managing a portfolio of existing corporate partners, delivering exceptional donor care to maximise long-term retention and financial value.
- Create compelling, tailored corporate funding proposals and pitch directly to local business leaders, Chamber of Commerce networks and other corporate responsibility partners.
- Collaborate with internal departments and colleagues and local service teams to identity, shape and maximise income generation and fundraising initiatives.
- Engage with community & charity collaboration through building mutually beneficial alliances with local charities, local businesses, voluntary groups to run joint fundraising initiatives.
- Identify opportunities to partner with Local Mind Associations (LMA's) on collaborative community fundraising campaigns and appeals.
- Act as an inspirational ambassador for Mind BLMK across regional events, networking, forums and funder platforms to elevate our visibility and champion our vision.
- Work within the alignment of Mind BLMK's policies, procedures and guidance.
- Develop, maintain and update monthly Fundraising reforecasts and engagement statistics.
- Manage and develop the risk analysis of Fundraising income to provide up-to-date financial forecasts to Line Manager.
- Work closely with fundraising and communications colleagues in engagement with fundraising and communications activities inclusive of reports, social media assets and press releases.
- Jointly manage and motivate our network of volunteers at high-profile events, providing the clear guidance, compliance and support needed to maximise our presence.
- Maintain accurate donor profiles on Mind BLMK's database, tracking income pipelines against targets in compliance with the Fundraising Regulator's Code of Practice and GDPR.
- Monitor income and expenditure budgets for your portfolio, providing monthly forecasting updates to Line Manager.
- Contribute to tender writing, and grant applications, working collaboratively with colleagues and following agreed systems and processes.
- Build plans for increasing participants and retaining key participants and conduct a thorough evaluation for each event

General

- Work within the ethos, vision and values of the organisation and in line with the organisation's policies and procedures.
- Establish and maintain effective working relationships with the Mind BLMK team and relevant key post holders.

- Attend and contribute to meetings relevant to the role (Income Generation Team meetings, own supervision, appraisal, staff, peer group, SIG, AGM, and external as required).
- Commit to occasional out of hours activities supporting fundraising events, meetings and other appropriate occasions.
- Commit to attending mandatory training, even outside of working hours (TOIL provided where necessary) and complete training and qualifications identified for the role in line with organisational need, Staff Development and Training policies and procedures.

Person Specification	**Essential/ Desirable**
Experience	
Track record in a fundraising, sales, or account management role, with evidence of hitting financial targets.	E
Experience of pitching to, securing and maintaining relationships with corporate partners, or commercial sponsors.	E
Working with or volunteering alongside community charities, voluntary groups or the wider community.	E
Experience of delivering effective internal and external communications for an organisation	E
Experience of fundraising at a regional level, preferably with experience of establishing fundraising in a new region.	E
Experience in contributing to targeted budgets and KPI's.	E
Experience of managing own workload effectively and planning and organising work to meet deadlines.	E
Experience of contributing to tender writing and proposals.	D
Experience of working in the voluntary sector, or comparable environment	D
Experience of working with vulnerable individuals, with specific focus on those experience mental health challenges.	D
Skills, abilities and knowledge	
Experience in compiling reports, able to demonstrate problem-solving abilities.	E
Excellent organisational and project management skills, with the ability to balance corporate and community portfolios.	E
Strong networking and relationship-building capabilities, a natural collaborator who can connect diverse groups.	E
Effective and confident delivery of presentations and reports	E
Exceptional communication skills with the ability to write compelling proposals and pitch confidently to stakeholders.	E
Conducting meetings, identifying actions and solutions and generating notes	E
Good IT skills (MS Outlook, Word, Excel internet, databases and reporting systems)	E
Good literacy and numeracy skills	E

Valid driving licence and access to a car for work.	E
Commitment to working outside of normal office hours, at weekends and away from home when the job requires this. (Occasional)	E
Understanding of corporate social responsibility (CSR) trends and modern charity fundraising compliance.	D
Understanding of the organisation's charitable objectives and core values (Respect, Integrity, Compassion, Honesty)	D
Qualifications and training	
Qualification in fundraising, account / project management or comparative	D

Entitlements/benefits:

Annual Leave	25 days
Bank Holidays	All (pro rata) as per April to March for each year – usually 8
NEST pension scheme	Auto-enrolment (employer contributes 3%, employee contributes 5%)
Health Plan	Optional
Employee Discount Schemes	Discounts available through Blue Light Card & Tickets for Good
Learning and Development	In-house and external as appropriate for the role.
Flexible Working	On request (in line with Mind BLMK policy on Right to Request Flexible Working)
Disability Confident Employer signatory	Mind BLMK has been annually assessed and approved as a Disability Confident Employer (previously "Two Ticks") since 2008.
Mindful Employer signatory	Mind BLMK has been committed to the Mindful Employer charter since 2008 (www.mindfulemployer.net)