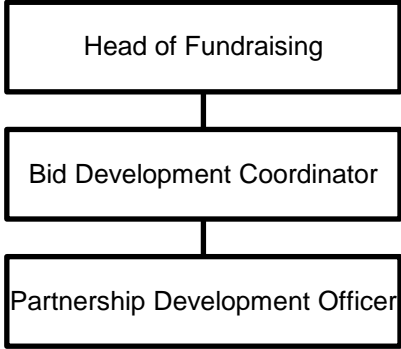


# STEM Learning Limited

1. Role Particulars	
Role Title: Partnerships Development Officer (1fte)	Reports to: Bid Development Coordinator
2. Organogram	
 <pre> graph TD     A[Head of Fundraising] --- B[Bid Development Coordinator]     B --- C[Partnership Development Officer]         </pre>	
3. Purpose of role	
<p>The <b>Partnerships Development Officer</b> will work as part of STEM Learning's highly effective fundraising team, contributing towards our ambitious targets by securing additional support from our existing network of funders and increasing the number of new corporate supporters for the ENTHUSE Charitable Trust. The <b>Partnerships Development Officer</b> will also develop and grow skills in Trust and Foundation fundraising, with the potential to develop high net worth relationships. STEM education has economic, social, cultural and ethical value, with positive impacts on social mobility, diversity and inclusion, and this role will enable us to reach more young people than ever before.</p>	
4. Key Results / Accountabilities expected from role	
<p>The Partnerships Development Officer will be responsible for leading the stewardship of our rapidly growing group of funders</p> <ul style="list-style-type: none"> <li>• Streamlining management and communications with existing partners</li> <li>• Developing creative ways we can engage with existing funders</li> <li>• Corresponding effectively with funders using creative and engaging methods of communication</li> <li>• Creating “wow” moments to build personal connection between funders and our mission</li> <li>• Finding stories that will engage new partners and illustrate our mission to our existing supporters</li> <li>• Ensuring reporting requirements and funding criteria for all grants are met</li> <li>• Leveraging our impact evidence and working closely with our evaluation team.</li> </ul> <p>In addition to working with existing partners, the Partnerships Development Officer will</p> <ul style="list-style-type: none"> <li>• Take personal responsibility and accountability for proactively building networks, making contacts, generating leads, and securing new funding partners</li> <li>• Grow strong sustainable relationships with existing as well as potential funding partners, demonstrating excellence in stewardship</li> <li>• Work with the team to build, manage and maintain a pipeline of prospects and ensuring timely progression through each stage from identification to stewardship</li> <li>• Be an outstanding advocate for STEM Learning and the ENTHUSE Charity in line with the core values of the organisation.</li> </ul> <p><b>Successful candidates will demonstrate STEM Learning’s values: Sustainable – Innovative – Proactive</b></p> <ul style="list-style-type: none"> <li>• <b>Sustainable:</b> Make effective use of resources (people and physical) to develop and promote fundraising and partnerships in a responsible way. Partnerships will have a lasting and positive impact on improving young people’s aspirations. Fundraising and partnerships may be linked to sustainable technologies and environmental causes.</li> <li>• <b>Innovative:</b> Look to continually improve processes and ideas to ensure the activities of the fundraising team are performed in an efficient and effective manner.</li> <li>• <b>Proactive:</b> To be able to work independently and as part of a team to provide excellent fundraising and partnership development and support to ensure tasks and relationships are maintained. Using initiative to provide an efficient service to all stakeholders.</li> </ul>	

5. Key challenges faced in the role

- Managing communications with a growing list of corporate partners in a way that feels personalised and tailored
- Communicating our impact effectively
- Tracking the reporting requirements of a large number of funders
- Identifying ways to expand the range and type of supporters we attract.

6. Any other information (particular reference to planning (nature and impact), scope of impact).

STEM Learning is dedicated to improving young people's lives through the power of STEM. We believe great STEM education builds knowledge and skills that are vital for everyone. They lead to great career opportunities and enable young people to become informed, thoughtful citizens who can help address the extraordinary challenges and opportunities we face.

Thanks to the support of our partners across government, charitable foundations and employers of all sectors and sizes, we were able to support young people everywhere, but particularly those who need it most – including the schools and young people facing the greatest challenge.

7. Experience and Expertise (typical educational qualification and experience)

- We're looking for a natural relationship builder, someone who is passionate about fundraising with the ability to spot opportunities to grow partnerships
- Experience of working in fundraising, contributing to the generation of significant income and securing high value partnerships
- Strong organisational skills, enthusiasm and tenacity
- Track record in building and sustaining excellent relationships with supporters and funders
- An excellent collaborator, who enjoys working with colleagues to create propositions around the charity's strategic priorities
- The knowledge and expertise to work with the team to build a robust pipeline of prospective partners for the organisation
- Ability to independently develop and deliver high quality pitches and written proposals
- Take a proactive role in feeding into the partnership development strategy, generating ideas, and bringing external insight
- A confident networker, able to represent the charity to external stakeholders, build relationships and reputation and communicate effectively
- Specialist knowledge of trends and developments in the sector, through completing relevant training, reviewing relevant press and publications and keeping up to date with industry news.

8. Economic dimensions associated with the role (if any)

To contribute to the delivery of optimal fundraising outcomes

9. Location

York (YO10) or London (EC2V) with regular UK business travel and occasional overnight stays.