



Partnerships Executive

job description and organisational overview



contents

Job Overview	3
Background	3
Mission, Vision and Values	4
Job Description	5-7
Working for us	8
Application Process	9



job overview

Post:	Partnerships Executive
Location:	1 Lamb's Passage, London, EC1Y 8AB
Hours:	Full time (Mon – Fri 9 – 5), with some travel for events
Salary:	£24 - 26,000 per annum
Closing date:	Thursday 24 th January 2019 - interviews commence 30 January 2019.

background

In the autumn of 1906, eleven Christians gathered around a table to witness the birth of the United Kingdom Evangelization Trust (UKET). Progressive for its time, UKET's primary function was to hold in trust resources generously given by its members for Christian based philanthropy.

Fast forward 113 years and Stewardship remains a progressive pioneer of Christian generosity; receiving, investing and releasing over £70 million of charitable giving each year.

But we're just getting started.

The need for what we do has never been greater – churches, charities and ministries are losing valuable time to increasingly complex legal and financial compliance. The opportunities for mission and ministry have never been greater, but those called to this important work are under financed, under resourced and burning out. And for all Christians, called to live and give generously, the pressures of modern life and confusion over how to give well, is restricting an abundant outpouring of generosity.

So, right now, we're redoubling our efforts and embarking on our most ambitious growth programme to date, to help radically and generously resource God's kingdom for the 21st Century. We're investing in technology to grow our Christian giving platform, creating a marketplace where those wishing to give can meet those in need of funds; we're increasing the support we provide to church plants, fast growing churches and Christian charities to develop strong and biblically sound approaches to their finances and governance.

And we're growing a team of passionate believers in Jesus, who want to make this happen.



mission, vision and values

Our vision is for the world to encounter Jesus through the generosity of His church.

Our mission is **transforming generosity**:

We make giving easy and help over 25,000 individuals to give around £70 million each year, to our database of over 19,000 charitable causes. We help people organise all of their charitable giving from the first gift to the last, any amount at any age, using their Stewardship giving account.

We inspire greater generosity from the Christian community too, through our wealth of resources, courses and campaigns for individuals and churches alike. We challenge and provoke the church to teach more effectively on generosity. Our own generosity campaigns and resources, including the Lent generosity challenge, 40acts, attract thousands each year.

We strengthen Christian causes too, by offering practical, tailored financial and legal support to help Churches and Christian charities to transform the world. We offer a range of professional, legal and financial support services to churches, charities and individuals.

At our core, as believers in Jesus Christ, are the biblical values of:

Generosity Integrity Relationship Excellence

Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.

- Active membership of local church congregation.
- Undergone course of teaching or training in personal financial stewardship and giving/generosity or experiencing the benefits from personal discipleship in this area.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues and clients, where appropriate



job description

overview

This is a new role, reporting to our Head of Partnerships, aimed at establishing, tracking and nurturing strong client relationships across all those whom Stewardship serves. This includes Church planters and individuals in self-supported Christian ministry, Churches, Christian charities, mission agencies, as well as those making use of our giving and philanthropy services to organise their charitable giving.

We want to provide a high quality, attentive, and highly responsive approach to relationship management, taking the time to understand clients' needs, offering the best solutions and following up on every opportunity. To do this well, we're investing in new sales management software. This role will model this process to the rest of the organisation, helping to embed a strong culture of relationship throughout our teams.

The role will be primarily office based, but we anticipate some travel around the UK to support Stewardship's attendance at exhibitions and conferences throughout the year. In time, additional travel may be expected in order to manage key partnerships, as we seek to deepen the relational, missional and professional connection with our clients.

main responsibilities:

The role is varied and, as a new position, the specifics may be shaped by the particular experiences or expertise of the successful candidate. We consider the main responsibilities to be as follows:

Leads and new opportunities

- i. Develop relationships with existing clients to identify further business opportunities
- ii. Identify and develop new business opportunities and relationships
- iii. Manage clients' relationships and subsequent leads and opportunities through to completion using our new sales process software
- iv. To be part of the team helping to implement our new sales process software
- v. To work with the Head of Partnerships to help monitor the effective use of the organisations new sales process software across all departments
- vi. To manage the client relationships effectively with timely follow up using our new sales process software to manage communications, actions and identify services used and to report on the lifetime value of clients as well
- vii. To report to the Head of Partnerships on key opportunities and general trends on the organisation's effectiveness in following up client leads and opportunities.



Client focussed culture

- i. To provide clients with a holistic view of our services to help them understand the value of Stewardship as a missional financial partner
- ii. To act as the pivot point between the client and all other departments to facilitate a simple and personal sign up process
- iii. Be an integral part of the church planting team delivering effective support to pioneers and church planters and helping them to integrate with all of our services
- iv. This will involve lots of phone calls, meetings, video calls as well as some travel as required around the UK
- v. To model what good looks like to the rest of the organisation as we develop a stronger focus on clients' needs

Events and Exhibitions

- i. Be part of the Stewardship events team to help connect with clients at exhibitions and various Christian events such as Christian Resources Exhibition, summer festivals and church planting conferences and regional gatherings
- ii. To attend other events as required in a delegate capacity for both Stewardship and other external events

Provide support

- i. Supporting the Head of Partnerships in engaging with strategic client relationships
- ii. Helping to create appointments and follow up on key tasks to deliver excellent service
- iii. Helping to manage client accounts and activity from partnership meetings
- iv. Attending partnership meetings as required
- v. Provide ad-hoc reports as required

Managing literature requirements

- i. Manage the demand, ordering, storage and distribution of literature across the organisation and as required for events, training and client meetings.
- ii. To create a good process that can help to provide reports on the demand and stock control of literature
- iii. Send literature to clients across the UK as required from partnership discussions



person specification

You

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

- You're passionate about growing God's kingdom through the mission and ministry of His church.
- You are a self-starter, determined and resourceful with a 'can do' attitude.
- You're highly organised and an effective time planner.
- You are passionate about engaging with people on the phone, in face to face meetings, video calls and exhibitions.
- You have the ability to influence and engage both internal staff and external clients effectively.
- You have strong interpersonal skills – you are an excellent listener, able to navigate relationships and communicate across social, economic, cultural and church divides.
- You always want things to be better, viewing continuous improvement as standard practice.

Your Experience

We are believers in investing in talent and potential but, being familiar with the following would also put you in good stead:

- Demonstrate experience in managing and developing client relationships.
- Understanding of different denominations and church networks in the UK.
- Use of Sales Management software (Hubspot Sales Tool a bonus).
- Creating sales reports.
- Representing brands at exhibitions and events in a professional manner.
- Experience of consistently meeting deadlines and reporting requirements.
- You have good experience of working in Excel and knowledge of other Microsoft Office products.



working for us

Working hours:

Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

Annual leave:

25 days (plus 2 additional discretionary days at Christmas).

Company benefits:

Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary, into a group personal pension scheme and a salary sacrifice scheme for personal contributions, both of which are available after 3 months service.

Other benefits are available including childcare vouchers, subsidised gym membership, a matching scheme for charitable giving, and we always remain open to ways we can look after staff and create an environment where people want to work.

More details on staff benefits can be found at <https://www.stewardship.org.uk/about-us/working-for-us>



application process

Please provide a covering letter communicating why you believe you are the right candidate for this role. You will also need to complete our standard application form, together with an equal opportunities form. If these are not attached to this document, please download from <https://www.stewardship.org.uk/about-us/working-for-us>. Please also provide an up to date copy of your CV.

Please provide suitable daytime and mobile contact details as well as a confidential email address wherever possible.

Please submit all your paper work electronically to careers@stewardship.org.uk. All correspondence will be acknowledged within 48 hours.

If you do not receive an acknowledgement for all future emails, please presume your email has not been received; you should make contact by phoning 020 8502 5600.

For further information, please contact Helen Thomas, HR Administrator.

Address: 1 Lamb's Passage, London, EC1Y 8AB
Telephone: 020 8502 5600 ext. 304
Email: careers@stewardship.org.uk