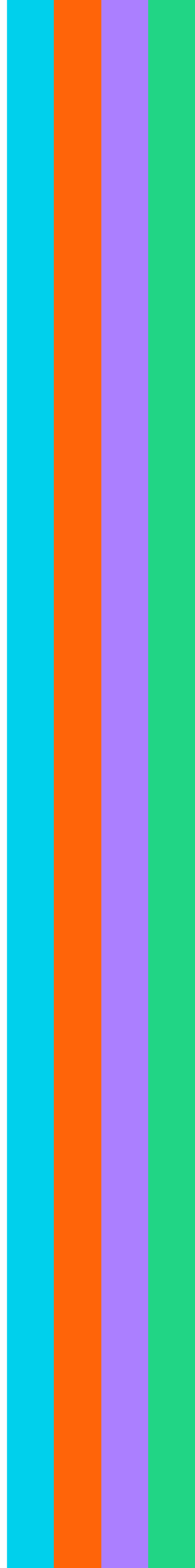


# CHANGING L/VES ONE BOOK AT A T/ME

We create diverse and meaningful literary opportunities and experiences for all.

## CORPORATE PARTNERSHIPS MANAGER ROLE PROFILE

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# INTRODUCTION

We are seeking a Corporate Partnerships Manager to join our small team here at The Reading Corner. We are expanding rapidly and need a professional to initiate partnerships with local and national businesses. That's where you come in!

With support from the CEO and Head of Operations, you will be responsible for cultivating new corporate relationships for the purposes of fundraising and creating meaningful connections for our work. This could be gaining sponsors for our Mentorship Programme, or engaging volunteers through a company's Corporate Social Responsibility (CSR) duties.

You will play a crucial role in supporting our organisation's mission to promote literacy and a love for reading. Corporate supporters could make our goals possible through donating valuable time and financial support to our literacy and inclusion programmes.

Thank you for your interest, and please read on to find out more about us and the role.

Together, we can make a difference in the lives of individuals and communities through the power of literacy.

# ROLE RESPONSIBILITIES

As our Corporate Partnerships Manager, your duties and responsibilities will include:

- / Identifying potential business partners: Researching potential partners will initially be a main part of your role. It will include establishing a list of possible supporters based on data from similar organisations, as well as liaising with TRC staff to utilise our existing network.
- / Servicing new and existing partnerships: Keeping our partners engaged is our priority, and so it will be your responsibility to ensure they are happy with our agreements and have received any communications and reports necessary to uphold the partnership.
- / Collaborating with TRC staff to identify sponsorship opportunities: Many of the TRC team already have connections with literacy-loving organisations, so communicating amongst our volunteers will be very useful! They will also help you provide information and exciting stories to engage with new partners.
- / Negotiating agreements: This is the more technical side of the role, but equally as important. We want our partners to know that their input matters, and the best way of doing this is noting it down with goals and achievements.
- / Developing presentations and cases for support: At first, you will be learning all about TRC and how passionate we are about what we do. You can pass on this knowledge to our potential partners to show them that we mean business, in the fun way!

# ROLE REQUIREMENTS

In order to be successful and get the most out of your volunteering with us, our new Corporate Partnerships Manager will need:

- / Experience of cultivating business/organisational partnerships - ESSENTIAL
- / Experience of writing Cases for Support or similar bids - ESSENTIAL
- / Ability to use your initiative - we are all volunteers, so rely on you being proactive to get things done, or ask us if you need support (we are always happy to give it!) - ESSENTIAL
- / Good communications skills, in some format - we are an inclusive organisation and want to ensure you are supported in working with our team. We normally use Slack to liaise between teams, among other platforms. As a partnerships manager, you will be able to identify which platforms your partners prefer. By letting us know how we can interact best with you, we can work effectively - ESSENTIAL
- / Negotiation skills - you will be able to negotiate mutually beneficial deals with partners - ESSENTIAL
- / Experience in fundraising - DESIRABLE
- / Experience of working with other volunteers - DESIRABLE

# THE READING CORNER

The Reading Corner is a nonprofit organisation working to provide young children and adults with diverse and meaningful literary experiences. Our programmes include:

Literacy Development: Our Literacy Development Initiative is dedicated to improving the lives of underprivileged children by enhancing their literacy skills, confidence, and aspirations. We believe that every child deserves the opportunity to reach their full potential, regardless of background or ability.

Mentorships for Diverse Students: We believe in the power of mentorship to inspire and support students from diverse backgrounds. Over the course of nine months, our mentors will provide personalised guidance and support to help mentees gain the necessary skills to enter the industry, refine their work, and improve their portfolios.

We aspire to create a community where literature is seen as a catalyst for personal and societal transformation, where individuals are inspired to explore new ideas, cultivate empathy, and embrace the beauty of diverse perspectives.

**We envision a world where literacy is the catalyst for change. We're here to make a difference.**

# APPLICATIONS

We welcome applications in various formats:

Our [digital application form is here](#), please complete the relevant questions along with submitting your CV.

If you would prefer to submit a video application, please send this to [talent@thereadingcorner.uk](mailto:talent@thereadingcorner.uk) using a file sending service (i.e. WeTransfer), or Google Drive.

If you need further support on your application for accessibility, please contact us at one of the emails below.

Thank you for your interest in volunteering with The Reading Corner! We are expanding quickly, so if you don't quite meet the requirements for this particular role but want to work with us, please contact Laia or Steffi below.

We look forward to hearing from you.

## IMPORTANT CONTACTS

### **Laia Feliu**

Founder & CEO

[laia@thereadingcorner.uk](mailto:laia@thereadingcorner.uk)

### **Steffi Medrano**

Head of Operations

[steffi.medrano@thereadingcorner.uk](mailto:steffi.medrano@thereadingcorner.uk)

Registered Charity Number: 1204158

For more information, please visit our website [www.thereadingcorner.uk](http://www.thereadingcorner.uk)