

Abbey People is a (not-for-profit) vibrant community charity in the Abbey Ward of Cambridge dedicated to improving the lives and wellbeing of Abbey residents.

We work with an extensive portfolio of corporate partners, voluntary sector organisations, grant funders and donors to provide targeted community projects, provision of general support within the community and the provision of a community Food Hub, youth programme, sustainability projects and community spaces.

The role will be based in Abbey Ward, and you will be part of a small, friendly team that is passionate about community engagement.

Salary: £33,000 FTE - Part-time (approximately 20 hours per week, flexible working required). Fixed term – until end September 2026.

Benefits include flexible working hours, hybrid working, 25 days holiday (pro rata) plus bank holidays, car or bike parking on site.

Purpose & Responsibilities:

Working effectively across Abbey People and externally, this role will support the delivery of our Business Development and Income Generation strategy through recruiting, retaining, and growing our partnerships with corporate and individual donors.

The Business Development Manager will be instrumental in the development and delivery of new partnerships and initiatives including engaging with employees, stakeholders, monitoring progress and evaluating impact / social value within the community.

Main Duties:

- Utilise our network of contacts and marketing opportunities to develop our prospect portfolio of sponsorships and partners
- Support the development of tailored partnership proposals, deliver sales presentations, formulate proposals to acquire sponsorship
- Work with the Chief Executive Operator to manage the corporate sponsorship pipeline and marketing plan
- Responsible (with the support of the CEO) for partner account management
- Provide first-rate account management and develop creative engagement plans to excite and inspire existing and new partnerships
- Build and develop excellent relationships with external corporate contacts at all levels to ensure high levels of partner engagement
- Work collaboratively with staff, stakeholders and external contacts, to maximise income and opportunities
- Support delivery of networking events

- Support the team managers with the delivery of grants monitoring and impact management
- Track potential sales revenues and renewals

Person Specification and Experience:

- Commitment to Abbey People's mission
- Living within the Abbey Ward is desirable
- A team player with the ability to work in a small team
- Good IT skills and experience of CRM systems
- Ability to create and maintain close working relationships with corporates and other potential supporters
- Ability to develop new initiatives to grow partnerships
- Excellent presentation and business development skills
- Experience in a business development role where relationship building is key
- A proven track record of delivering against agreed objectives, targets, goals and KPI's
- Experience of interacting at all levels including employees, customers, senior stakeholders and executive level
- Event management and sponsorship knowledge

Equality and Diversity is very important to us, and we welcome applications from people with protected characteristics, please contact us with any queries or to discuss reasonable adjustments, or if you would like to tell us about your suitability for this role in another way.

Please apply with a CV and Covering letter which sets out your suitability for the role and why you are as passionate about community as we are, and how you would make this role successful by email to admin@abbeypeople.org.uk.