

External Relations Manager

Headline

An exciting opportunity for a self-motivated, dynamic external relations professional to join a small, vibrant team in a rapidly growing charity in Marylebone. This role has been created to drive forward all elements of Prism's client base and pro-actively seek out new opportunities.

ROLE PROFILE

- Develop and manage Prism's external reputation and relationships
- Act as the face and voice of Prism and raise its profile as an outstanding organisation to work with
- Understand the key functions of the business
- Develop and drive relationships with Private Client Practitioners and prospective clients
- Represent and promote Prism at events where applicable
- Oversee all of Prism's events programme
- Take the lead on any large tenders/projects/partnerships
- Innovate around the use of Donor Advised Funds, Collectives and the effective administration of philanthropy to promote Prism's growth
- Build and manage relationships with relevant press outlets and monitor any coverage of clients in the press
- Develop and oversee Prism's media presence
- Maintain an awareness of philanthropy trends, news, events and legislation in the UK

DESIRED SKILLS/PERSON SPECIFICATION

Entrepreneurial and driven self-starter

- Exceptional relationship management skills
- Excellent and proven presentation skills to individuals, groups and organisations
- Lateral, strategic thinker
- Excellent communication skills, both written and verbal
- Strong interpersonal skills and an ability to work both independently and as part of a team
- Highly engaged individual with energy and resilience to deal with pressure and respond swiftly and calmly
- At least 3 years' experience in external relations/client facing role
- Experience of having implemented growth strategies within a commercial or third sector environment (desirable)