

Job description

Job title:	Corporate Partnerships Assistant
Team:	Corporate Partnerships team
Location:	Hybrid working - Between office location and home
Hours of work:	37.5 hours per week
Contract:	Permanent, full time
Benefits include:	33 days (plus eight bank holidays) 8% employer pension contribution (Aviva) or access to continue NHS Pension Enhanced maternity, paternity, adoption, and shared parental pay Free health cashback plan Free employee assistance programme Learning and development commitment to staff Health and wellbeing commitment to staff
Reporting to:	Corporate Development Manager

Background

Today, dementia is the leading cause of death in the UK. By 2025, more than one million people in the UK will be living with this often devastating condition. Millions of us will know someone living with dementia. Many will be directly affected it – as the incredibly difficult role of carer often falls to friends and family members.

Dementia UK is a values driven charity, providing specialist dementia support and advice for families through our Admiral Nurse service. Our nurses help people living with dementia stay independent for longer and support the people caring for them so that they will have the strength to cope with the bad days, and the energy to enjoy the good days.

We value our people so it's important for us to create a working environment that looks after our workforce, enabling everyone to achieve their full potential. You will become part of a diverse and dedicated team, working in an environment where you can collaborate, be respected and thrive.

Dementia UK's Fundraising and Engagement department has seen considerable growth over the past few years and we have ambitious plans to expand further. Corporate fundraising plays a key role in this growth and makes up a significant portion of the charity's overall fundraising income. We have established strategic partnerships with a number of major national companies across a range of sectors and have some exciting prospects in the pipeline.

The Corporate Partnerships Assistant role will play a key supportive role across the Philanthropy and Partnerships team, helping us to take our partnerships to the next level.

We are seeking a candidate who is looking to kick start their corporate fundraising career, help provide a lifeline to more families affected by dementia and join our ambitious team.

Purpose of job

The Corporate Partnerships Assistant will primarily work alongside our Corporate Development Manager help us secure a diverse and sustainable range of national corporate partnerships. You will also have the opportunity to work alongside our account management team, helping us to provide excellent stewardship with current partners.

You will also work closely with our Philanthropy and Partnerships Executives and have peer-to-peer support from other Assistants across the department.

This role will suit someone who wants to develop a career in fundraising, with a particular interest in building impactful corporate partnerships.

You will also be expected to support others in the wider Philanthropy and Partnerships team (including Major Donors, Corporate and Trusts and Foundations) with their funding asks and engagement activities.

Key accountabilities and responsibilities

1. New business support

Support the new business area of the Corporate Partnerships team to help identify and secure partnerships from national companies, ensuring Dementia UK stands out as a charity of choice. This will include company and sector research, tracking activity on our fundraising database and supporting with applications alongside the Corporate Development Manager.

2. Account Management support

Support the account management area of the Corporate Partnerships team to help maintain and grow our portfolio of corporate partners. This may include supporting with stewardship and thanking individuals who choose to support Dementia UK.

3. Team support

Support wider team projects as required across the Philanthropy and Partnerships team (including Corporate, Major Donors and Trusts and Foundations). You will be a key team member of the Corporate Partnerships team, helping to contribute to the development and delivery of the corporate fundraising strategy and oversee administrative tasks such as managing the Corporate Partnerships inbox.

General

- a) Actively promote the core values of Dementia UK whilst working towards achieving the strategic objectives of the charity.
- b) Have an excellent working knowledge of Dementia UK's vision, mission and impact.
- c) To undertake all duties in line with the Dementia UK's policies, procedures and regulations ensuring that the work undertaken actively promotes equality, diversity and non-discrimination.
- d) Undertake any other duties related to the job purpose and which may be necessary, as required.

This job description is not exhaustive and is subject to change in accordance with business need.

Person specification

Essential Qualifications, knowledge, skills and experience		
Criteria	Application	Interview
Experience of following processes		X
Experience of building effective relationships, networking and/or customer service	X	X
IT literate with intermediate level Microsoft Office 365 applications including Excel, Word, SharePoint, Teams	X	

Desirable		
Criteria	Application	Interview
Experience of using databases	X	X
Experience of managing a shared inbox	X	X
Experience of working in fundraising or the non-profit sector	X	

Personal attributes		
Criteria	Application	Interview
Excellent organisational and planning skills with the ability to multi-task and prioritise workload	X	
Excellent attention to detail		
Excellent communication skills	X	X
Adaptable, with a 'can do' attitude		X
Able to work effectively as part of a team		X
Ability to work under pressure in line with deadlines	X	X

Our values

Compassion
Collaboration
Integrity
Ambition