

Role description

Job title:	Corporate Partnerships Executive
Team:	Corporate Partnerships team
Location:	Hybrid working – Between office location and home
Hours of work:	37.5 hours
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
Direct report/s:	N/A

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 by 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

Executive role will help drive our new business plans to bring on board new corporate partners and play a proactive role in stewarding our current partners. We are seeking a candidate who is looking to further their corporate fundraising career, help provide a lifeline to more families affected by dementia and join our dynamic team.

Purpose of job

The Corporate Partnerships Executive will primarily work alongside our Corporate Development Manager to secure a diverse and sustainable range of national corporate partnerships. You will also have the opportunity to work alongside existing corporate partners, helping us to maintain and develop them through excellent stewardship.

You will play a key supportive role across the Corporate Partnerships team, working alongside two other Corporate Partnership Executives in account management, and have the peer-to-peer support of executives across the wider Philanthropy & Partnerships team.

This role will suit someone who has experience of new business or account management in either a fundraising, sales or marketing role, and who wants to progress their corporate fundraising career.

You will also be expected to support others in the team with their funding asks and engagement activities, including contributing to (and on occasion leading on) team projects that support the processes and effective working across Philanthropy and Partnerships (including Major Donors, Corporate and Trusts and Foundations).

Key accountabilities and responsibilities

1. New business acquisition and prospect management -

Support the new business area of the Corporate Partnerships team to secure partnerships from national companies and the management and development of the prospect pipeline. This will include thorough prospect and sector research to identify fruitful opportunities and ensure we understand our target audience, alongside managing a small pipeline of prospects. You will play a leading role in identifying potential funding and partnership opportunities from warm leads which come through to us, including unsolicited corporate donations, enquiries to our inbox and other avenues across the charity.

2. Account management support and stewardship –

Support the account management area of the Corporate Partnerships team to help maintain and grow our portfolio of corporate partners, especially during busy periods. This may include account managing smaller partners and providing excellent stewardship to employees who choose to support Dementia UK through our major partnerships.

3. Content creation –

Support our Corporate Development Manager with preparing creative applications, pitches and approaches to help us stand out and secure new key corporate partners. You will also help move and motivate our existing partners to continue giving through sharing powerful stories and impact reports to bring their impact to life.

4. Promote Dementia UK products, challenge events and campaigns to corporate audiences –

Work collaboratively across the wider Fundraising and Engagement team to match products, challenge events and campaigns to our corporate prospects and partners, in line with their interests and culture.

5. 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 and thanking companies for donations and other support.

General

- a) Actively promote the core values of Dementia UK whilst working towards achieving the strategic objectives of the charity.
- b) Have a strong working knowledge of Dementia UK's vision, mission and impact.
- c) To undertake all duties in line with the Dementia UKs 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 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 developing partnerships in either the charity or corporate sector	X	X
A clear understanding of corporate partnerships in the third sector, including new business	X	X
Experience of building successful and mutually beneficial relationships	X	X
Experience of successfully working towards a team financial target	X	X
Experience of writing effective and engaging communications such as proposals and reports	X	X
An understanding of and interest in the dementia care sector and the work of Dementia UK	X	X

Desirable Qualifications, knowledge, skills, and experience		
Criteria	Application	Interview
Experience of using a CRM database to support, inform and report on fundraising and supporter activity (ideally Raiser's Edge)	X	
Understanding of and adherence to the Fundraising Code of Practice and fundraising regulations		
Fundraising qualification	X	
Experience of securing new corporate partnerships	X	X
Undertaken relevant training in building and delivering corporate partnerships	X	X

Personal attributes		
Criteria	Application	Interview
An enthusiasm and passion for working in the third sector	X	X
A creative and curious approach to developing propositions		X
Excellent communication and interpersonal skills, with the ability to influence and motivate	X	X
Excellent written skills with the ability to produce high quality content to a range of audiences	X	X
Excellent team-working skills and able to work collaboratively with other teams		X

Evidence of successfully building and sustaining well-developed stakeholder relationships	X	X
A highly motivated and organised self-starter who is able to work proactively, independently and manage multiple priorities/deadlines	X	X
Excellent attention to detail with an ability to work to a high level of accuracy	X	
Conduct yourself in line with the general standards of conduct, values and behaviours of the Charity, embracing the cultural diversity of all colleagues and service users		
Able to demonstrate a flexible working approach, adapting to the needs of the role and the wider team	X	X
Willingness to travel and attend in-person meetings and events		

Our values

Compassion
Collaboration
Integrity
Ambition