**Role description**

**Job title:** **Corporate Partnerships Manager** (account lead for 7-figure multi-faceted charity partnership with company in the financial sector)

**Team:**  Corporate Partnerships team (working as part of the Philanthropy and Partnerships team)

**Location:**  Hybrid working (flexibility to regularly be in Dementia UK’s head office as well as Partner’s office – a hour from London by train)

**Hours of work:**  37.5 hours

**Contract:** Fixed term for 3 years

**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 Partnerships Lead

**Direct report:** N/A

**About Dementia UK**

We help make sure no one has to face dementia alone.

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, and 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.

**Background and purpose of the role**

Dementia UK’s ambitious Corporate Partnerships team is looking for a Corporate Partnerships Manager to drive and deliver an exciting new relationship.

This is a unique opportunity to manage a strategic, multi-faceted three-year partnership with a leading business in the financial sector. You will be driven, proactive and passionate to maximise its transformational impact for Dementia UK and the lives of families affected by dementia.

We need a confident and experienced senior Corporate Partnerships Manager who is an expert in delivering strategic and high value (6 and 7 figure) relationships, to work closely with the Partner and its key stakeholders. You will lead on all aspects of the partnership, managing key projects and building strong relationships across the business and at all levels.

Collaborating with Dementia UK’s team will be crucial to ensure you are effectively delivering planned activity, along with identifying new opportunities that maximise on the potential of this exciting partnership.

You will need to have experience of generating income and engagement from a range of activity including employee fundraising, sponsorship, commercial projects, volunteering and events. You will be able to demonstrate success with building relationships across diverse stakeholder groups and be comfortable working and influencing at a senior level. This role requires you to work closely with colleagues including a Corporate Partnership Executive, who will be providing support with employee engagement and administration.

Measures of success will extend beyond those we set with the Partner to achieve during the partnership’s three years. In collaboration with the Fundraising and Engagement directorate and wider teams across Dementia UK, there will be longer term goals including awareness about Dementia UK services and securing future partnerships and individual supporters.

**Key accountabilities and responsibilities**

**Management of the charity partnership –**

* To plan and deliver the charity partnership from April 2024 – March 2027, with an aim of exceeding the financial commitment and achieving wider partnership objectives that add value to both Dementia UK and the Partner
* Coordinate and maximise the delivery of the agreed programme including clinical support for customers, tailored Dementia at Work activity and sponsorship of key fundraising and awareness campaigns
* Identify opportunities for employee fundraising and volunteering activities, using virtual and in person events to engage key stakeholders
* Work closely with colleagues in the wider Corporate Partnerships team who will provide support with administrative and stewardship tasks for identified projects

**Relationship management and engagement -**

* Develop effective relationships with key Social Impact colleagues, working closely to understand shared objectives and ways of working across the partnership

* Position yourself as the face of Dementia UK, proactively building networks across the business and confidently presenting to all audiences in a range of different settings
* Develop messaging and powerful stories to communicate the partnership and its impact across the business, proactively spotting opportunities for internal and external communications and ensuring our visibility remains high across the partnership
* Work effectively with the Partner’s other charity partners, to ensure partnership plans complement each other and identify collaborative opportunities
* Be the main point of contact at Dementia UK for everything related to the partnership, identifying opportunities to add value to internal teams and for them to support with planned activity. Key stakeholders include Head of Philanthropy and Partnerships, Clinical Services colleagues, Marketing and Communications colleagues, Community and Events fundraisers, and the Policy and Public Affairs team
* Be a proactive and collaborative member of Dementia UK’s Fundraising and Engagement department, working in partnership with colleagues in other areas of Fundraising to maximise the total fundraising and awareness potential through this partnership.

**Finance and reporting -**

* Work closely with the Partner and Dementia UK’s Insights and Evaluation team to meet all reporting requirements
* Update on progress against targets on a frequent basis to their Social Impact team and to Dementia UK leadership, producing clear reports and reflections against KPIs
* Ensure all fundraising agreements are in place and up to date and all relevant details are recorded on the appropriate CRM database

**General**

1. Actively promote the core values of Dementia UK whilst working towards achieving the strategic objectives of the charity.

1. Have a strong working knowledge of Dementia UK’s vision, mission and impact.
2. 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.
3. 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**

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| **Essential**  **Qualifications, knowledge, skills, and experience** | | |
| **Criteria** | **Application** | **Interview** |
| Experience of managing £500k+ partnerships (ideally in a charity setting) | **X** | **X** |
| Experience of managing multiple strategic projects alongside each other | **X** | **X** |
| In-depth knowledge and understanding of stakeholder management and engagement | **X** | **X** |
| Excellent verbal and written communication skills, with the ability to adapt style to suit the audience | **X** | **X** |
| Experience of managing, influencing and negotiating with senior stakeholders | **X** | **X** |
| Experience of preparing engaging proposals, reports and other written documents | **X** |  |
| Experience of working with a wide range of stakeholders within a company, and ideally with experience of encouraging fundraising participation and involvement at all levels | **X** | **X** |
| Experience of developing detailed partnership plans | **X** |  |
| An understanding of and interest in the dementia care sector and the work of Dementia UK | **X** | **X** |

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| **Desirable**  **Qualifications, knowledge, skills, and experience** | | |
| **Criteria** | **Application** | **Interview** |
| Senior fundraising qualification | **X** |  |
| Experience of account managing a high value partnership in the financial sector | **X** | **X** |
| Experience of working in house with a corporate partner’s CSR team | **X** | **X** |
| Undertaken relevant training in building and delivering strategic corporate partnerships | **X** |  |
| Experience of using Raiser’s Edge | **X** |  |
| Line management experience | **X** | **X** |

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| **Personal attributes** | | |
| **Criteria** | **Application** | **Interview** |
| An enthusiasm and passion for working in the third sector | **X** | **X** |
| A creative and curious approach to delivering projects | **X** | **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** | **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** |
| Ability to make decisions, demonstrating initiative and taking action to solves problems and maximize opportunities for philanthropic giving and fundraising | **X** | **X** |
| Willingness to travel and attend in-person meetings and events |  |  |

**Our values**

Compassion

Collaboration

Integrity

Ambition