



Alzheimer's
Society

Corporate Partnership Executive Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

Our values

Our values tell everyone who we are as an organisation. Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us what we all stand for. Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are Determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Corporate Partnership Executive

Position in the Organisation

Reports to a Corporate Partnership Manager/Senior Corporate Account Manager and sits within the Account Management sub-team within the Corporate Partnerships team.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

The Corporate Account Executive is responsible for managing a portfolio of corporate partnerships as well as supporting the wider team to deliver fundraising and strategic outcomes for our largest partners. This could include charity of the year, strategic, and commercial partnerships. You will look to maximise opportunities to deliver income and impact for both the charity and partner.

It is a hugely exciting time to join the team in this period of high growth. We are developing a broad range of strategic partnerships with some of the UK's biggest businesses. This role offers an exciting opportunity in your career to join a brilliantly talented and ambitious team, managing and supporting on sector-leading, mutually beneficial partnerships, that deliver valuable income and lasting impact. With an ambitious five-year growth strategic across Income and Engagement and a new 'Help and Hope strategy', now is a fantastic time to join Alzheimer's Society and make your mark.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A Trusted Expert who believes in working Better Together and demonstrates true Compassion.

Key Accountabilities and Responsibilities

- Build strong, effective relationships with a range of key stakeholders internally and externally.
- Plan and deliver ambitious partnership visions, delivered through bespoke fundraising, awareness, and strategic activities.
- Work collaboratively with teams across the organisation to ensure partnership activity is delivered and aligns with wider strategy and messaging.
- Implement an exciting employee engagement programme for your partnerships and those you support on.
- Develop a comprehensive stewardship map involving contacts at all levels to maximise networking, engagement, and income opportunities.
- Regularly monitor and evaluate your partnership activity to ensure income and impact is maximised.
- Confidently monitor income and expenditure, providing finance reports as required.
- Work with your partners and Alzheimer's Society Communications teams to produce an integrated communications and PR strategy to promote your partnership's success.
- Lead on all legal and contracting requirements to adhere to charity law and tax/VAT regulations.
- Be an active member of team meetings and represent Alzheimer's Society at external events.

- Work collaboratively alongside colleagues to deliver your partnership activity and support on wider campaigns or events.

Other Tasks

- Ensure the effective management of partner information and data on the Fundraising Database.
- Where required, lead Dementia Friends information sessions for your partnerships.
- When required, carry out any other tasks within the scope of the role to meet the needs of your partners and the wider charity

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Champion the diverse needs of people affected by dementia by working in a manner that facilitates inclusion and collaboration, within and beyond the Society.
- Support and enable volunteering activities.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Work to embed a culture of inclusion and collaboration, within and beyond the Society.

Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Experience of relationship management at various levels within corporate partnerships or a similar field. This could be in the charity, public, or private sectors.	E	A/I
Track record of successful delivery against your projects or partnerships	E	A/I
Excellent writing skills, communicating to inspire, with ability to flex your style depending on audience or environment	E	A/I
Excellent planning skills, able to develop plans, manage tasks, and prioritise effectively	E	A/I
Ability to effectively problem-solve with a proactive, open, and flexible attitude	E	A/I

Demonstrable interest in Corporate Partnerships and trends within Environmental, Social, Governance agendas	E	A/I
Experience of Corporate Partnerships and/or wider fundraising experience	D	A/I
Experience of basic finance and budget management	D	A/I

Competencies & Personal Attributes	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Demonstrates a highly proactive and ambitious nature, self-motivated and target driven	E	A/I
Works well autonomously, able to prioritise workload effectively and remain solution-focussed	E	A/I
Excellent communication skills, both verbal and written	E	A/I
Able to problem-solve with an open and adaptable nature, able to deal with uncertainty and change	E	A/I
Works well collaboratively and as a team-player, willing to support others to reach wider goals or ambitions	E	A/I
Genuine interest and curiosity in the world of business, corporate partnerships, and dementia	E	A/I
Strong interpersonal and interpretation skills to allow you to have open jargon-free conversations with the business.	E	A/I
Excellent organisational and timekeeping skills.	E	A/I
Excellent attention to detail.	E	A/I

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: careers@alzheimers.org.uk

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependents

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependents leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave