

New Partnerships Executive

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

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 of 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.

New Partnerships Executive

Position in the organisation

Reports to the Corporate Development Manager
Member of our Corporate Partnerships team.
Part of our Income and Engagement directorate.

Purpose of this role

At Alzheimer's Society 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 with dementia and their carers.

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As a New Partnerships Executive, you will sit within the New Partnerships team at Alzheimer's Society, working alongside colleagues based around the country. The main purpose of this role is to support the New Partnerships team's strategy to secure strategic high level corporate partnership opportunities worth £100,000+ that align with the wider vision and mission of Alzheimer's Society.

You will provide first class customer care with prospective corporate partners and build strong relationships with internal stakeholders and key teams across the society to develop a broad range of partnerships with some of the UK's biggest businesses.

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

Income generation

- Proactively build and maintain a robust pipeline of partnership opportunities for both current and future years
- Manage new income opportunities, preparing high quality, compelling proposals, and pitches for prospective partners in a timely manner
- Personally lead on securing partnership opportunities as agreed with the Corporate Development Manager, ensuring that any budgets are managed and with the most efficient use of resources.

Relationship building

- Build strong internal networks across the society with a particular focus on the High Value, and broader Fundraising Directorates through regular check-ins, updates, and collaboration to maximise income and opportunities for the Society.
- Support the 'one team' fundraising approach by sharing insights, attending meetings, and fostering continuous improvement and knowledge-sharing

- Effectively network externally across the corporate and charity sectors to develop contacts to raise awareness of the benefits of partnership
- Expertly cultivate relationships with prospects and potential partnership opportunities
- Manage relationships with individuals, agencies and companies as agreed with the Senior Corporate Development Manager.

External facing

- Support the delivery of a wide range of fundraising and engagement activities, including representing Alzheimer's Society at external events
- Provide excellent customer care to corporate supporters by managing and responding to employee enquiries promptly and professionally
- Support the New Partnerships team with key tasks like staff vote canvassing in corporate offices
- Stay informed on best practices in charity partnerships and corporate social responsibility through training, events, and research, and share key insights with the team

Personal responsibility

- Develop a strong understanding and interest in the New Partnership relationship/prospect cycle, as well as wider sector landscape (e.g. industry trends, upcoming opportunities)
- Take responsibility for managing your own workload efficiently, including diary management, GDPR compliance, maintaining accurate records in the CRM database

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.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- 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.
- Organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Strong verbal communication and interpersonal skills and excellent telephone manner	A/I
Excellent written and presentation skills, communicating to inspire, with ability to flex your style depending on audience or environment	A/I
Excellent time management and organisational skills to plan, prioritise and meet tight deadlines	A/I
Ability to articulate information in a persuasive manner	A/I
Experience of successful negotiating and influencing for a positive outcome	A/I
Excellent IT skills including MS Excel, MS Word, MS PowerPoint and Outlook	A/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.	A/I
Proven track record of securing partnerships in a corporate fundraising or commercial marketing environment	A/I
Track record of meeting and exceeding targets.	A/I
Ability to use own initiative and demonstrate a problem-solving approach with a proactive, open, and flexible attitude	A/I
Interest in UK corporate sector, including marketing trends and the current corporate social responsibility agenda	A/I
*Experience of using a CRM database.	A/I
*Knowledge of the UK charity sector, preferably medical or care charities	A/I
*Experience of Corporate Partnerships and/or wider fundraising experience	A/I
*Understanding of charity trading law and the Charities Act 1992, 1993	A/I

Competencies & personal attributes	Application (A) or interview (I)
Demonstrates a highly proactive and ambitious nature, self-motivated and target driven	A/I

Excellent relationship builder	A/I
Excellent communication skills, both verbal and written to reflect the needs of the audience.	A/I
Works well collaboratively and as a team-player, willing to support others to reach wider goals or ambitions	A/I
Works well autonomously, able to prioritise workload effectively and remain solution-focussed	A/I
Resilient with the tenacity to drive new projects forward.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Genuine interest and curiosity in the world of business, corporate partnerships, and dementia	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

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**

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

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 dependants 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