

Job Description

Job title: Corporate Partnership Manager

Salary: £35,000 to £42,000

Location: Imperial College London, Hammersmith Hospital Campus

Hours: Full time, permanent contract (4 days per week pro rata also possible)

Reports to: Head of Fundraising

Key relationships:

- a) Internal: Trustees, Fundraising and Marketing Team, Symposium Office, Challenge Leader
- b) External: Corporate sponsors, Academics on projects

Job Purpose

- To create and implement a corporate fund raising plan
- Maintain existing Corporate partnerships
- Create new income pipelines through partnerships and sponsorships
- Collaborate with Symposium Office and Challenge Events to obtain corporate sponsorships

Principal duties and responsibilities

- Manage relationships with existing Corporate sponsors
- Develop Corporate partnerships strategy
- Create new income pipelines with new sponsors/partnerships
- Report to the Board when required
- Liaise and work collaboratively with colleagues across the Organisation to secure sponsorship for events
- Contribute to the Development team

Person Specification

Experience

1. Minimum of 3 years' experience in corporate fundraising
2. Creation and implementation of fundraising strategies
3. Successfully closed corporate partnerships (five and six figures)
4. Developed and maintained corporate relationships
5. Proven negotiation skills
6. Giving presentations

Desirable experience

1. Worked in a medical research/health charity or a University
2. Understand our research area that our trust funds to help build partners/sponsors
3. Worked with trustees

Knowledge and Skills

1. Must be able to communicate through all types of media and to different audiences
2. Excellent IT skills including MS Office Suite
3. Must be able to nurture and maintain corporate relationships
4. Write bids well

Special Conditions

- You will be expected to attend some meetings events outside of normal working hours.