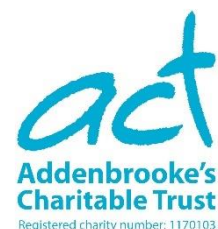


ADDENBROOKES CHARITABLE TRUST

JOB DESCRIPTION



Job Title:	Corporate Partnership Executive
Hours:	Full time, 37.5 hours per week
Term:	Permanent
Reports to:	Corporate Partnerships Manager
Salary:	£24,000 - £28,000 per annum (depending on skills and experience)
Location:	Cambridge (minimum of 2 days in the office with the flexibility to work weekends and evenings at events)

A little bit about us

Addenbrooke's Charitable Trust (ACT) is the dedicated hospital charity for Addenbrooke's Hospital (Cambridge University Hospitals). Recently voted one of the top 100 hospitals in the world, Addenbrooke's is a leader in the field of healthcare innovation and is recognised across the world as a pre-eminent teaching hospital. It is a centre of excellence for regional and national specialist services in cancer, paediatrics, organ transplantation, genetics, and neurosciences, with patients receiving the highest standard of medical expertise.

Addenbrooke's is embarking on a bold journey of transformation to ensure that it is fit for the future, can provide the highest possible standard of care for its patients, and can continue to drive innovations that will impact people far beyond Cambridge.

As part of the first wave of transformation, two brand-new hospitals will be built: the Cambridge Cancer Research Hospital and the Cambridge Children's Hospital. These two specialist hospitals are being designed with patients at their heart and will combine first-class clinical expertise with world-class biomedical research to transform care for cancer patients and children regionally, nationally, and internationally. To make this vision a reality, ACT has launched two ambitious multi-year, multi-million-pound fundraising campaigns to support the development of these new hospitals, which makes this an extremely exciting time to be joining us. In parallel ACT has launched its Help Your Hospital Programme which, through fundraising, gives added value to Addenbrooke's already excellent service provision and research.

We strive to make sure that all our activities are carried out in line with our organisational values, and that we are: **Supportive, Innovative, Ambitious and that we ACT with Integrity**

Summary

The Corporate Partnerships Executive joins an energised and committed community team with significant ambitions for developing and sustaining relationships with new and existing supporters, through fundraising and corporate partnerships. This role is key to the success of the strategic growth plan for our future.

The Corporate Partnership Executive will report to the Corporate Partnerships Manger and work closely with the Community and Philanthropy Teams. The role will require you to support the team with the strategic direction of our corporate programme, by identifying, researching, and stewarding our portfolio of corporate partnerships to help deliver our fundraising ambitions. The post holder will ensure that we manage all our partnerships in with consistency and excellence.

With the Corporate Partnerships Manager, you will create and deploy a corporate strategy and stewardship programme for all corporate supporters. To be successful in this role you will be proactive in engaging and supporting our corporate partners whilst working closely with the fundraising team. The role of a corporate partnership executive is varied and extremely rewarding. Supporting companies who want to make a difference sits at the heart of ACT's Fundraising Strategy. What's more, with our new five-year strategy we are soon to launch major fundraising campaigns for a new cancer hospital and a new children's hospital, our fundraising is set to reach an incredible level.

Ultimately, you'll be playing a crucial role in helping to ensure that the greatest number of people are having the greatest impact to make Addenbrooke's even better.

Main Duties and Responsibilities

- Work closely with the Corporate Partnerships Manger to ensure the collaborative transition of new partners into account management.
- Working with the Corporate Partners to engage their support for charity activities and drive income
- Working closely with the marketing and comms team to ensure that the corporate partners have an appropriate tool kit and assets.
- Attend fundraising and other events as required across the 6 counties in the East of England. This will involve some weekend and evening work along with traveling and transporting event materials
- Administrative support for the Corporate Partnerships Manager
- Develop and nurture relationships with corporate supporters, with the aim of maximising the funds they raise
- Act as an ambassador for corporate fundraising in the region and build awareness of the benefits of fundraising for ACT through talks and presentations and attending networking events.
- Achieve agreed KPI's
- Ensure corporate donations and data are recorded accurately on Donorfy
- Acknowledge donations appropriately; write effective thank you letters
- Produce accurate reports and supply data as required
- Support in the organisation of our corporate engagement events
- Working with the Corporate Partnerships Manager to create systems to monitor account management plans and activity
- Assist with the creation of marketing materials such as newsletters, brochures, and partner impact reports

General corporate requirements

- To adhere always to ACT's policies and procedures as varied from time to time.

- Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes, and dealings and not to make public statements relating to the affairs of ACT without prior authority of the Director of Fundraising or CEO
- To ensure the effective and efficient use of ACT's resources
- To ensure that all duties are carried out to the highest possible standard.
- To be aware of individual responsibilities under the Health and Safety at Work Act (1974)
- To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998)
- To work in line with the Fundraising Regulator Code of Practice and other relevant legislation and guidance
- To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers, and their relatives.
- To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.
- To undertake any other reasonable task as may be identified as necessary by your line manager, or by the senior management team from time to time.

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list, and duties may be varied from time to time which do not change the general character of the job, or the level of responsibility outlined.

APPLICATION PROCESS

Please send your CV and a covering letter explaining why you are a good fit for the role to hr@act4addenbrookes.org.uk

The closing date for applications is Sunday, 28th July 2024, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.



We strongly encourage candidates of different backgrounds and identities to apply. Each new team member is an opportunity for us to bring in a different perspective, and we are always eager to further diversify our charity.

ADDENBROOKES CHARITABLE TRUST

Corporate Account Executive

PERSON SPECIFICATION



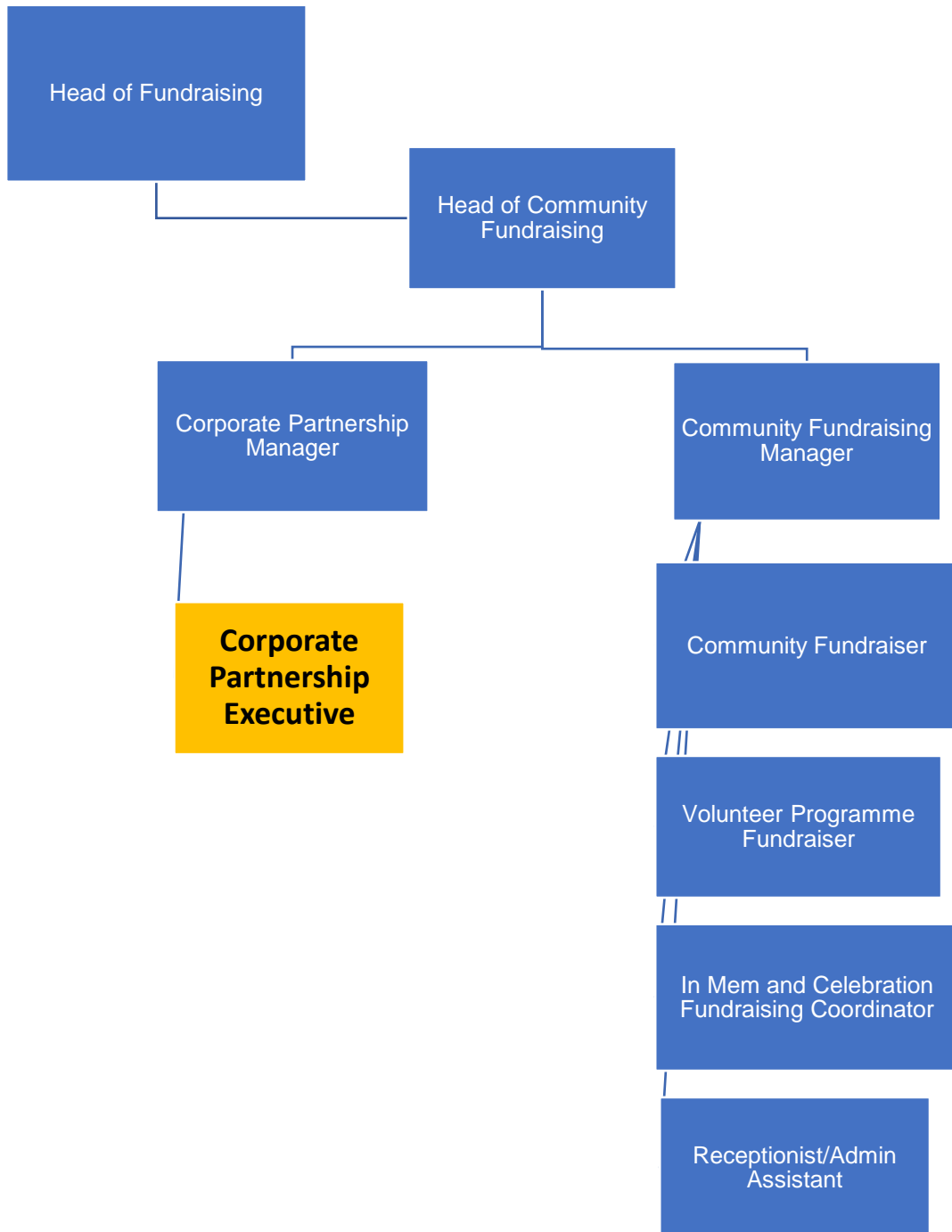
Essential Skills

- Excellent written and communication skills with strong attention to detail and the ability to produce high-quality proposals, presentations, and reports
- Presentation and public speaking skills
- Strong influencing skills with the ability to network with and influence senior people both internally and externally
- Experience in an account management role in either a fundraising or sales environment, with the ability to build strong relationships.
- A strong track record of meeting and exceeding financial targets
- Strong organisational skills, with experience in managing multiple priorities and deadlines
- Conscientious approach to your work, with strong numeracy and computer literacy, familiarity with both MS Office and using a CRM database
- A good team player, with the ability to work unsupervised
- Enthusiastic with a positive attitude
- Driving Licence

Desirable

- Experience of working in the charity sector
- Experience in growing corporate partnerships and developing different products and programmes within the partnerships e.g. Cause related marketing, employee fundraising, brand partnerships
- Experience of preparing corporate contracts and commercial partnership agreements.
- Creative flair
- A passion and enthusiasm for the work of ACT, and for working in a hospital setting.

COMMUNITY FUNDRAISING TEAM



ADDENBROOKE'S CHARITABLE TRUST CURRENT EMPLOYEE BENEFITS



- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan - Medicash
- Employee Assistance Programmes
 - Health Assured
 - WeCare
 - Medicash
- 25 days of Annual Leave + Bank Holidays
 - Annual Leave increases by one day each year after 2 years' service up to 29 days
- Your Birthday off
- Cycle 2 Work Scheme