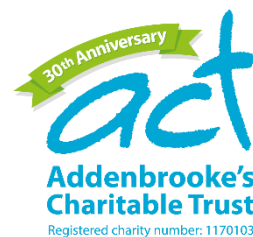


ADDENBROOKES CHARITABLE TRUST

JOB DESCRIPTION



Job Title:	Corporate Partnerships Lead
Hours:	Full time, 37.5 hours per week (4 days per week will be considered)
Term:	Permanent
Reports to:	Corporate Partnerships Manager
Location:	Cambridge (minimum of 2 days in the office with the flexibility to work weekends and evenings at events)
Salary:	£32,000 - £36,000 per annum (depending on skills and experience)

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

Role Overview:

The Corporate Partnerships Lead 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 Lead will play a key role in growing ACT's corporate partnerships portfolio. This is a dual-focus position involving both new business prospecting to secure new corporate partnerships, as well as managing and nurturing existing high value accounts to drive long-term, impactful relationships. The role requires a blend of strong sales skills, strategic thinking, and relationship management expertise, with a focus on delivering value to both the charity and its corporate partners.

The Corporate Partnership Lead will report to the Corporate Partnerships Manager 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 as well as identifying and prospecting new partnerships. The post holder will ensure that we manage all our partnerships 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 lead 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 public 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.

Key Responsibilities:

New Business Prospecting:

- Proactively identify, approach, and secure new corporate partnerships through strategic prospecting, networking, and research.
- Build and maintain a pipeline of potential corporate partners, assessing their alignment with ACT's goals and values.
- Develop compelling proposals and pitch materials tailored to prospective partners.
- Cultivate relationships with key decision-makers in businesses, including senior executives, to engage and secure new partnership opportunities.
- Present to companies in the region with the view to secure long term strategic partnerships as well as Charity of the Year supporters for ACT

Account Management:

- Manage a portfolio of existing corporate partners, between £20k and £40k value per annum, ensuring that relationships are nurtured, and partnerships are optimised to deliver maximum value.
- Work closely with corporate partners to understand their business goals and align ACT's charitable initiatives to those objectives.
- Develop and implement bespoke partnership plans, highlighting any corporates who have the potential to deepen their relationship with the charity – creating strategic partnership opportunities in support of ACT and the hospitals.
- Through carefully crafted stewardship plans, ensure partners receive the support they need to achieve their objectives and maximize engagement.
- Regularly review and report on partnership activity, demonstrating the impact of their support and identifying opportunities for further collaboration.
- Maintain and renew long-term partnerships, ensuring the charity's relationships with corporate partners are built on mutual benefit and trust.

Targets and budgets

- Achieve agreed income targets.
- Plan and monitor the allocation of the budget in conjunction with the Corporate Partnerships Manager and Head of Community Fundraising

Collaboration & Team Support:

- Work closely with the wider fundraising team to ensure that corporate partnerships are integrated into ACT's broader fundraising strategy and campaigns.
- Liaise with the marketing and communications teams to deliver tailored corporate partnership materials and promote successful partnerships.
- Provide guidance and support to junior team members when necessary.

Reporting and Administration:

- Prepare and present regular reports on corporate partnership progress, including financial performance, partnership activity, and key milestones.
- Ensure accurate data management and compliance with ACT's internal processes, donor stewardship policies, and fundraising regulations.

Why Join Us?

This is an exciting opportunity to join a dynamic team, working to make a real difference in the healthcare sector. You will have the chance to build impactful partnerships with businesses, work alongside passionate colleagues, and contribute directly to supporting life-changing care at Addenbrooke's Hospital.

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, 20th April 2025, 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 PARTNERSHIPS LEAD

PERSON SPECIFICATION

Skills & Experience

Essential

- Proven experience in corporate partnerships or business development, with a track record of securing and managing six-figure partnerships.
- Strong account management experience, with the ability to build and maintain long-term relationships with key stakeholders.
- A strategic thinker with the ability to understand and align corporate goals with charitable objectives.
- Excellent communication and presentation skills, with the ability to influence and engage senior business leaders.
- Highly organized with strong project management skills, able to juggle multiple priorities and deliver results on time.
- A passion for building partnerships and a commitment to the mission of Addenbrooke's Charitable Trust.

Desirable Skills:

- Previous experience working within the charity sector.
- Understanding of the local business community in Cambridge or the wider East Anglia region.
- Experience in using CRM systems (e.g., Salesforce, Donorfy) and managing donor data.

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
- Employee Assistance Programmes
- 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