



JOB DESCRIPTION

Job Title: Corporate Partnerships Officer
Department: Partnerships & Philanthropy
Directorate: Income Generation
Reporting to: Corporate Partnerships Manager
Line Manages: N/A
Location: Avonmore Road, London W14 8RR

About Independent Age

Independent Age is a national charity founded over 150 years ago with a clear mission to ensure that as we grow older, we all have the opportunity to live well with dignity, choice and purpose.

We achieve this by providing free impartial information and advice on the issues that matter most as we grow older, and work within communities to connect people, places and services to reduce isolation and loneliness. We also act as a catalyst for positive policy change by challenging the underlying causes of discrimination and inequality.

At Independent Age we live by our values. We are;

Purpose-driven - *the experience, needs and views of older people are central to everything we do*

Compassionate - *we listen, care and take action*

Expert - *our work is evidence-based and solution-focused*

Collaborative - *we work in partnership to maximise our impact*

Accountable - *we work with integrity and transparency*

Inclusive - *we value diversity and always treat everyone fairly with dignity and respect*

Job Purpose

The Corporate Partnerships Officer will support the Corporate Partnerships Manager in the delivery of the Corporate Partnerships business plans and account management of Independent Age's portfolio of corporate partners. This role is vital to the ongoing sustainability of Independent Age and its work to ensure that everyone has the opportunity to live well in later life.

Key Responsibilities

- Be the first point of contact for and lead on the day-to-day account management of our corporate partners
- Support with devising and implementing successful fundraising activities for partners, ensuring all financial targets are achieved and where possible surpassed
- Support with the development of plans to grow and retain corporate partnerships to build a diverse and sustainable portfolio of partners
- Ensure all income is banked in an accurate and timely manner
- Ensure all information relating to our partners is recorded on appropriate systems in an accurate, compliant and timely manner
- Produce all necessary reports relating to corporate partners in an accurate and timely manner
- Commit to external networking with relevant businesses and sector networking with peers
- Maintain compliance and adherence with all processes to ensure good governance
- Attend new business pitches wherever necessary
- Commit to external networking with businesses and sector networking with peers

General Responsibilities

- Undertake any other duties commensurate with the level of the role
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices
- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Contribute to our fundraising effort by embracing opportunities to fundraise yourself, to promote fundraising and to support the fundraising team
- Share in our commitment to safeguarding adults at risk of harm
- Use the charity's resources efficiently and effectively to ensure that our financial resources are demonstrably used for the benefit of our service users
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy

PERSON SPECIFICATION

You should have...

- Demonstrable expertise in and experience of supporting high quality account management of corporate partnerships
- Experience of creating and delivering fundraising activities for a corporate audience
- Experience of working on corporate events
- Demonstrable experience of supporting the growth and retention of partnerships
- Excellent communication skills - written, verbal and presentational
- Excellent organisational skills with the ability to prioritise and multitask
- Demonstrable experience of database management
- Attention to detail in the gathering, recording, and dissemination of information
- Excellent interpersonal relationship building and stakeholder management skills
- A demonstrable passion for, and affinity with, our cause
- Willingness to occasionally work out of hours when necessary

Ideally you would have...

- A qualification in corporate fundraising
- Demonstrable knowledge of older people's sector