

Job Title: Corporate Partnerships Executive	Direction and guidance from: Corporate Partnerships Manager Head of High Value Relationships Assistant Director of Fundraising – Events and high Value Relationships	Primarily reports to: Corporate Partnerships Manager Reviewed: February 2026
--	---	--

Role Summary:

This role is responsible for working with the Corporate Partnerships Manager to deliver the Corporate Sub Plan on a pan-Charity basis, meeting strict deadlines and budget requirements to achieve efficiency and productivity in consultation with the Hd HVR and AD E&HVR.

The Corporate Executive is responsible for supporting the Corporate Partnerships Manager, through delivery of research, and due diligence and reporting, utilising the Salesforce database for maximum efficiency and transparency.

- **Specific Tasks:**
- Support the Corporate Partnerships Manager to deliver on income targets and engagement goals.
- Support the delivery of benefits, reporting, and communications to existing corporate supporters.
- Speak knowledgeably and impactfully about the work of the Charity and deliver, where appropriate and with support, presentations, and pitches to current or prospective corporate supporters.
- Work with the Events & Corporate Assistant in processing and keeping accurate records.
- Encourage and support staff giving, fundraising activities and engagement in ABF events.
- Provide regular internal updates, as agreed with Corporate Partnerships Manager on engagement, external reporting and applications delivered.
- Manage relationships with existing corporate supporters, directly and through relevant points of contact, delivering on agreed engagement plans.
- With the support of the Corporate Partnerships Manager, engage prospective supporters, delivering on cultivation plans.
- Contributing to the development of engagement and cultivation plans.
- Liaise with Grants & Welfare team and other colleagues to ensure that information is available for reports and applications.
- Identify and research prospective corporate supporters, building a strong pipeline of potential supporters.
- Manage, deliver and be responsible for process and documentation around the corporate programme including research, cultivation, due diligence, income batching, and applications.
- Travel to attend and support engagement, cultivation, and fundraising events as appropriate.
- Ensure all supporter engagement and progression through the prospect pipeline are tracked using Salesforce.

- Identify opportunities to add value to existing corporate supporters and increase income.
- Follow processes for securing internal approval for relevant content.
- Support the Corporate Partnerships Manager in the overall development of the programme.
- Support, work on, and attend cross team projects and events, such as London Marathon, Cateran Yomp, Lord Mayor’s Big Curry Lunch, and key regional events.
- Undertake other administrative duties relating to the programme as directed by Corporate Partnerships Manager

Person Specification:

- The ability to communicate confidently and effectively both orally and in writing, using correct and appropriate language, grammar, organisation, and structure.
- Experience of Corporate fundraising, or other applicable fundraising as part of a fundraising team, ideally including using research to build pipelines and approaches.
- Interest in corporate partnerships or relevant sectors.
- Excellent attention to detail and quality, including proofreading.
- Good organisational skills and a systematic approach to work.
- A self-starter, proactive, collegiate, with drive and commitment.
- Computer literate, comfortable with MS Office tools.
- The ability to use initiative and demonstrate self-motivation and self-management.
- Excellent investigative and problem-solving skills.
- Effective time management.
- Ability to build good relationships with other team members and internal & external contacts.
- A knowledge of CRM databases (ideally Salesforce), data entry, and financial processing.
- Empathy with the cause of the Charity and its beneficiaries.

Other:

Attendance at the Charity’s Annual Conference, Charity’s Fundraising Conferences and other specified Charity events and activities. Occasional out-of-hours and weekend work will be required, for which a TOIL scheme is in place.

Agreed by: Head of High Value Relationships	Signature: <i>Daniel Jones</i>	Date: 6 May 2026
Approved by: Chief Executive	Signature: <i>Tim Hyams</i>	Date: 11 May 2026