

Leukaemia Care
YOUR Blood Cancer Charity

CORPORATE PARTNER ACCOUNT MANAGER RECRUITMENT PACK



www.leukaemiacare.org.uk

One Birch Court, Blackpole East,
Worcester, WR3 8SG

WELCOME

Thank you for considering joining our community of employees, volunteers and supporters all working towards helping people live better with their blood cancer.

We are based around the UK, working from home, hospital haematology departments and on a hybrid basis from our office in Worcester.

Leukaemia Care is governed by a board of Trustees who provide oversight and delegate day to day responsibility for the charity to the CEO. Our Trustees are volunteers, and many are patients themselves – all have a keen desire to make sure patients and their carers receive the support they need when diagnosed with leukaemia, myelodysplastic syndrome (MDS) or a myeloproliferative neoplasm (MPNs).

This candidate pack is not exhaustive. It acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

If you have any questions, please contact:
jobs@leukaemiacare.org.uk





Leukaemia Care is the UK's leading leukaemia charity. For over 50 years, we have been dedicated to ensuring that everyone affected receives the best possible diagnosis, information, advice, treatment, and support.

"You fear the worst when you're diagnosed with cancer, but Leukaemia Care provides compassion, help and support for those in need."

ABOUT US

OUR VALUES



Mission based

We have a clear mission. We exist to improve the lives of people affected by leukaemia, MDS and MPN.



Collaborative

We are passionate about all forms of collaboration, especially with other charities.



Caring

It is in our name, and it is in our nature. We care deeply about every single person affected by leukaemia, MDS and MPN. We are on your side and always will be.



Evidence based

We listen to and understand the experiences of people affected by leukaemia, MDS and MPN. We use the evidence we gather to adapt, improve our services and to focus our campaigns for change.



Aspirational

We have ambitious goals and we set ourselves high standards to achieve them.

ABOUT THE ROLE

Job Description

Job title: Corporate Partner Account Manager

Hours: Full time

Remuneration: Circa £32,000 based on experience

Type of contract: Permanent

Location: Flexible but with at least two days a week to be worked from the charity's offices at One Birch Court, Blackpole East, Worcester, WR3 8SG

Report to Director of Fundraising

Work closely with Challenge Event Manager, Director of Engagement, Communications team, Volunteer Manager, Patient Services team

Overview

This is a new role designed to help the charity in its aim to further its corporate fundraising operation – building and managing relationships and campaigns with existing and new partners to develop mutually beneficial partnerships and increase fundraising, engagement and awareness.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities

- Develop, maintain and nurture strong relationships with existing, potential and new corporate partners and sponsors – working to understand the motivation of those partners and ensure they are aligned with the charity's aims.
- Act as the primary point of contact for corporate partners and manage their account requests and partnership actions.
- Create and agree partnership plans and targets for each corporate partner, with ambitious but achievable income and activity plans – including bespoke fundraising initiatives, events and campaigns.
- Support corporate partners in organising internal fundraising events, employee volunteer programmes, and any other ESG (Environmental, Social, and Governance) activities.
- Work with the Director of Engagement and Communications Manager to ensure that all partner marketing and communications activity is embedded in the charity's overall communications activity.
- Assist in the development of any partnership promotional materials and marketing/media content.
- Ensure that the Leukaemia Care website is up-to-date with partner information.
- Ensure that all relevant partner and associated individual fundraiser records are up to date on the Leukaemia Care database.
- Attend regular client meetings to ensure partnerships are on track, and that strong relationships are built – with a focus on partner retention and account growth.

DUTIES AND RESPONSIBILITIES

- Provide regular reports on corporate partner activity and plans to the Director of Fundraising.
- Stay up to date with trends in the field of ESG and other charity-related developments relevant to the charity's ability to source and develop corporate partnerships.

Other Responsibilities

- Contribute to the overall fundraising as a member of the Fundraising Team and maximise the generation of funds from all available sources.
- Work closely with other members of the fundraising team to ensure integration with donors, activity and sponsorship opportunities.
- Ensure all work is of high quality, and reflective of the values of Leukaemia Care.
- Work withing the Code of Fundraising Conduct as administered by the Fundraising Regulator.
- Provide cover within the team as needed during periods of annual leave, sickness or where extra resource is needed.
- Provide telephone support for all fundraising based enquiries.

DUTIES AND RESPONSIBILITIES

General

In addition to the specific duties and responsibilities outlined in this job description, all Leukaemia Care employees should be aware of their specific responsibilities towards the following:

- Adhere to all health and safety and fire regulations and co-operate with the Charity in maintaining good standards of health and safety.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing learning and development and participate in any training relevant to the role.

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PERSON SPECIFICATION

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Essential

- Excellent networking and relationship manager skills
- Excellent communication and presentation skills
- Understanding of developing mutually-beneficial partnerships
- The ability to motivate and influence supporters to reach targets
- Highly creative and able to turn ideas into action
- Excellent organisational and time management skills
- Outstanding writing skills, with the ability to draft a variety of documents
- Ability to analyse data from different sources including databases
- Self-motivated with the capacity to work on own initiative and as part of a small team
- Able to carry out office administration tasks as part of role
- Excellent organisational and time management skills
- A good team player – able to link in and work well with a range of people within the organisation
- Confident, enthusiastic and creative
- Highly IT literate (MS Office preferable)
- Strong telephone skills – negotiation and understanding skill

Desirable

- Experience in corporate partnerships and account management – preferably within the charity sector
- Ability to manage several accounts at one time
- Understanding of how to devise and implement an effective fundraising plan
- Understanding of relationship databases
- Experience communicating about fundraising and donations
- Experience of analysing data and producing reports based on finding

PERKS OF WORKING AT LEUKAEMIA CARE

As well as the satisfaction of knowing you improve the lives of people with leukaemia, blood cancer, we also offer the following:

- Salary sacrifice pension scheme with Aviva - we will match employee contributions up to 7% of qualifying earnings.
- Life Assurance (also known as death in service benefit) of four times annual salary.
- Employee Assistance programme.
- Cycle to work scheme.
- Enhanced sick pay (as set out in our staff handbook).
- Bereavement leave of up to three days paid leave should the need unfortunately arise.
- Eye tests and glasses contribution.
- Flu jab for all employees who are ineligible to receive a free one on the NHS.
- Annual leave of 33 days including 8 bank holidays, rising by 1 day for each complete year of service up to a maximum of 36 days (for full-time staff, pro-rata for part-time staff).
- Additional discretionary annual leave between Christmas and New Year.
- Free onsite parking at our offices in Worcester.
- Induction training and ongoing training to help you deliver your role.
- Staff social events – in person and online to ensure all employees have an opportunity to get involved.
- A staff representative that employees can confidentially feedback to about any issues or concerns.

We will also ensure that you are supplied with the right equipment for the job and to work safely - this may include a laptop and mobile phone, as well as equipment to make your working day as comfortable as possible. If the job requires it, we also reimburse pre-approved travel expenses.



Leukaemia Care is committed to equality of opportunity, inclusivity, and values diversity.

We want to be an organisation that is reflective of the communities and families that we support. Therefore, we actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experience.

As an equal opportunities employer we want to ensure our recruitment process is accessible and inclusive for all. If you require reasonable adjustment(s) at any stage please let us know.

EQUAL OPPORTUNITIES

Find out more about us online at
www.leukaemiacare.org.uk

Or get in touch:

Email: jobs@leukaemiacare.org.uk

Phone: 01905 755977