



**Alzheimer's Disease
International**

The global voice on dementia

Job information

Post title: Corporate Partnerships Development Manager

Responsible to: Head of Development

Full time, permanent contract based at our office in London SE1.

ADI offers flexible working, an 8% employer contribution to a contributory pension scheme, employer-sponsored pension guidance, and a cycle to work scheme.

Responsibilities include:

- Identifying and securing income for ADI's work from new corporate sources by engaging and developing mutually beneficial relationships.
- Completing detailed research to identify new corporate prospects. Building, monitoring and evaluating a pipeline of prospects.
- Creating high quality cases for support, funding proposals and pitches for corporate prospects, working closely with other members of the ADI team.

About ADI

ADI is the worldwide federation of Alzheimer associations which support people with dementia and their families. ADI was founded in 1984 and registered as a non-profit organisation in the USA. Based in London, ADI has been in official relations with the World Health Organization since 1996.

ADI's vision is risk reduction, timely diagnosis, care and inclusion today, and cure tomorrow. ADI works by empowering Alzheimer associations to promote and offer care and support for people with dementia and their family carers, while working globally to focus attention on dementia and campaign for policy change from governments. ADI produces global socioeconomic information on dementia and publishes the World Alzheimer Report as well as a host of other publications. ADI's current strategic plan can be found at www.alzint.org/about-us/vision-strategy

ADI is a federation that primarily works by empowering its member associations, taking into consideration their geographical and cultural diversity. Each of our members is a non-profit Alzheimer association supporting people with dementia and their care partners. We can only achieve our aims if we work closely together with our members and other non-governmental organisations. More information can be found at www.alzint.org/what-we-do

Job description

Post title: Corporate Partnerships Development Manager

Responsible to: Head of Development

Key tasks

1. Identify and secure income for ADI's work from new corporate sources by engaging and developing mutually beneficial relationships.
2. Carry out detailed research to identify new corporate prospects. Build, monitor and evaluate a pipeline of prospects, enabling ADI to diversify its funding base. Ensure an up-to-date knowledge of relevant business sector trends and developments.
3. Create high quality cases for support, funding proposals and pitches for corporate prospects, working closely with other members of the ADI team.
4. Be proactive in making direct contact with corporate prospects, through telephone calls, video meetings and networking at conferences and other business events.
5. Develop cultivation plans for each of ADI's corporate prospects; develop a calendar of key touch points, implement and evaluate progress. Enable a seamless transition of confirmed donors to ADI's Corporate Partnerships Account Manager at an appropriate time.
6. Support income generation for ADI's biennial international conference by identifying new prospects to participate as conference exhibitors and sponsors.
7. Take responsibility for a personal annual income target, including forecasting and monitoring income. Support the Head of Development with overall income reporting.
8. Support the management and administration of grants and sponsorships, including the management of agreements and delivery of compliance requirements.
9. Work with the Head of Development to support the implementation of all aspects of ADI's fundraising strategy.
10. Update and maintain donor database records. Ensure all research intelligence is recorded and saved in our shared document library and CRM.
11. Work with the Communications team to write fundraising presentations/speeches, press releases or other promotional commentary, including social media content and engagement, including being a spokesperson when required.
12. To perform any other reasonable task commensurate with this post as required by the Head of Development.

Person specification

Experience

- Proven track record of securing income from new sources, from the identification of prospects to proactively contacting them, negotiating and closing business (essential)
- Proven track record of successful corporate fundraising, excellent account management, business development, and ability to manage multiple and high value relationships (essential)
- Experience of working in a culturally diverse/international organisation (desirable)

Knowledge, Skills and Abilities

- Excellent organisational and administrative ability (essential)
- Effective written and oral communication skills in English. Ability to be creative and inspirational in your communications (essential)
- Presentation and negotiation skills (essential)
- Visionary and strategic. Ability to see opportunities, understand the interests of prospects and align these with the needs of ADI (essential)
- Strong ability in problem solving and tenacity in finding the right solution (essential)
- Demonstrate good judgement in decision-making, taking time to consult with relevant stakeholders before making and communicating clear decisions and the reasons for them (essential)
- Ability to manage time effectively and work to deadlines, balancing multiple requirements and adapting to unexpected situations (essential)
- Good numeracy skills and attention to detail (essential)
- Ability to work independently and as part of a team (essential)
- Trustworthy, tactful, patient and a good relationship builder (essential)
- Understanding of best practice in corporate and other fundraising (essential)
- Good working knowledge of Microsoft Word, Excel, PowerPoint, Outlook and a CRM/database (essential)
- Ability to draft contracts; good understanding of compliance and regulatory requirements for partnership agreements (essential)
- Ability and willingness to travel independently for several days at a time including internationally (essential)
- Empathy with ADI's aims (essential)
- Degree-level education or equivalent (desirable)
- Working ability in another major world language (desirable)
- Knowledge of health / social / organisational development issues (desirable)
- Experience of working with pharmaceutical and healthcare industry partners (desirable)