

Job Title: Corporate Partnerships Manager
Date: May 2026
Accountable to: Head of Fundraising
Location: Albemarle St, London with some remote working
Contract type: Permanent full time (35hrs per week)- flexible working considered
Salary: £42,000 per annum FTE

Job purpose

To support the Head of Fundraising in maximising income from corporate supporters to meet and exceed financial targets across corporate donations, sponsorships and memberships.

Maximising corporate network growth, engagement and income; to secure new multi-year, high-value commitments and to account manage existing corporate.

The successful applicant will be expected to support wider fundraising efforts and events and collaborate across the Ri to develop innovative and compelling proposals, deliver excellent account management and stewardship to existing funders, and identify, research and engage new corporate prospects.

This role will be pivotal in achieving the 'Be the Spark' campaign targets and is a career-defining opportunity for an ambitious and competent corporate fundraiser.

Main responsibilities of the role

- Securing new corporate partnerships for the Ri to generate income in line with campaign targets
- Collaborating with the Head of Fundraising to grow the Ri's corporate network, diversify income and derisk corporate income
- Developing high quality bespoke proposals for prospective partners and supporters
- Account managing a portfolio of corporate partners ensuring high levels of engagement, retention and income growth
- Building and maintaining strong external relationships with current and prospective sponsors through proactive engagement including phone-calls, face to face meetings and securing and leading new business meetings
- Ensuring excellent stewardship of sponsor relationships with regular contact, updates and communication
- Monitoring and managing corporate income budgets and producing accurate forecast/analysis for senior stakeholders
- Delivering and servicing benefits to sponsors according to the terms defined in contract; in particular supervising and organising hospitality arrangements and marketing and PR benefits
- Nominating key prospects for cultivation events and hosting corporate guests at said events
- Preparing sponsorship contracts and letters of agreement for clients.
- Maintaining accurate and up to date database (Salesforce) records for corporate sponsors and prospects, to include gift information, membership renewals, events attendance and personal data.
- Ensure senior colleagues are fully briefed and prepared for all meetings with prospective sponsors

General responsibilities applicable to all staff

- Understand and support the Ri strategy including the Ri vision, mission and aims
- Promote the Ri values and encourage team working and effective communication with colleagues.
- Help achieve EDIA goals across the organisation and as a manager promote diversity and inclusion at the Ri
- Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner. Create connections with other organisations to deliver exciting events and boost the profile of Ri
- Comply with Ri financial and other policies and practices as applicable including Health & Safety, Safeguarding and GDPR.
- Undertake other responsibilities as may be reasonably requested of your post.

Person Specification

Skills, experience and knowledge

Essential (E) Desirable (D)

• Substantial demonstrable experience in corporate fundraising, charity fundraising or high value sales	E
• Experience in preparing fundraising proposals and a clear track record of fundraising success	E
• Strong experience of building and maintaining effective relationships and networks both internally and externally	E
• Experience of managing relationships with corporate donors	E
• Demonstrable experience of securing new business	E
• Excellent written and verbal communication skills	E
• Track record of securing high value partnerships including corporate sponsorships or donations at 6-figure level.	E
• Able to tackle challenges constructively, and find creative ways forward	D
Qualifications	
• Degree or equivalent relevant qualification/demonstrable experience	E
• Qualification in fundraising related discipline	D
Personal Attributes	
• Excellent interpersonal skills with the ability to influence at all levels in a complex environment.	E
• Ability to find pragmatic solutions, seek improvements, and adapt to changing situations.	E
• Ability to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.	E
• Highly self-motivated and willingness to support others where needed.	E
• Ability to multi-task and work in a fast-paced environment.	E
• An interest in science, technology, engineering and mathematics	D

Notes:

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

The role will involve some evening and occasional weekend working