



JOB DESCRIPTION

Job Title: Corporate Partnerships Officer (6-month contract)

Job Location: UK/ Global

Functional Team: Membership and income

Salary Band: £28,000 – £35,000 per annum.
Adjusted to role-equivalent in selected candidate's country of location.

JOB PURPOSE: Briefly describe the overall purpose **or** function of the job

This role offers an exciting opportunity to join a supportive and highly ambitious global team.

The Officer will work on 3 broad areas:

- **Identifying potential new partners** from the corporate / trust / foundation sectors including researching their CSR activities, priorities and fit with IAPB's work to inform targeted approaches.
- **Writing high quality content**, including monthly update emails to partners and supporters, reports to funders, new business proposals, and other marketing materials as required.
- **Supporting campaign and event sponsors and partners.** Support the delivery of campaign and event partnerships / sponsor management including our global event in Mexico in June 2024. Assisting with event delivery and member support.

MAIN ACCOUNTABILITIES:

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| 1 | <p>Identifying potential supporters and partners</p> <ul style="list-style-type: none"> • Undertake research to identify potential partners (including identifying key staff). Research will include, identifying CSR synergies, links to vision and/ or the Sustainable Development Goals and global/ regional connection mapping to our existing networks. • Identify key associations/ events/ meetings that prospects engage with to inform marketing and promotional activity. |
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	<ul style="list-style-type: none"> • Monitor effectiveness, cost and opportunities linked to recruitment and acquisition campaigns. • Ensure CRM data is collected and up to date.
2	<p>Quality Content</p> <ul style="list-style-type: none"> • Develop targeted marketing material in partnership with communications and regional colleagues. • Contribute materials to communication pieces to build new partner recruitment and engagement. • Lead on monthly corporate partner emails and regular update to warm leads. • Support the development of funding proposals including event sponsorships, regional support and the Love Your Eyes campaign.
3	<p>Campaigns and Events</p> <ul style="list-style-type: none"> • Management of key campaign and event partners/ sponsors to ensure fulfilment and reporting. • Account management of World Sight Day partners. • Support the development of our business and employee eye health campaign. • Ensure timely reporting. • Assisting with IAPB events delivery and membership support.

JOBHOLDER ENTRY REQUIREMENTS: *In a series of brief statements identify the essential knowledge, skills and behaviours required.*

(E) Essential, (D) Desirable

Team player E
 Problem solver E
 Can do attitude E
 Excellent relationship building skills E
 Account management (or similar) experience D
 Knowledge of international development D
 Fundraising experience D
 Conscientious E

Knowledge & Experience:

Ability to act proactively to identify new partnership and or member recruitment opportunities (E)
 Qualified to degree level or with equivalent experience (E)
 Experience of communicating to a variety of audiences, both in writing and verbally (E)
 Knowledge or interest in health or development issues (D)

Skills (Special Training or Competence):

Excellent stakeholder and relationship management skills (E)
Excellent verbal & written communication skills (E)
Excellent drafting skills. Able to tailor written communications to a wide variety of different audiences. (E)
Well organised (E)
Good IT skills (E)
Basic project and event management, including logistics (D)
Knowledge of corporate research/ donor prospecting (D)

Key Behaviours:

- Highly self-motivated / self-starter.
- Excellent interpersonal communications skills, including tact and assertiveness, and the ability to communicate at all levels in a complex environment.
- Strong entrepreneurial skills.
- Ability to work with senior contact and co-ordinate the activities of staff and contributors at all levels both internally and externally.
- Able to tackle challenges constructively and find creative ways forward.
- A commitment to equal opportunities.

OTHER COMMENTS

Travel to Mexico City – June 2024.

Dated: November 2022