**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Corporate Partnerships Officer (6-month contract)</th>
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<td>Job Location:</td>
<td>UK/ Global</td>
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<td>Functional Team:</td>
<td>Membership and income</td>
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<tr>
<td>Salary Band:</td>
<td>£28,000 – £35,000 per annum. Adjusted to role-equivalent in selected candidate’s country of location.</td>
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**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:**

<table>
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<th>1</th>
<th>Identifying potential supporters and partners</th>
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<td>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.</td>
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<td>Identify key associations/ events/ meetings that prospects engage with to inform marketing and promotional activity.</td>
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• Monitor effectiveness, cost and opportunities linked to recruitment and acquisition campaigns.

• Ensure CRM data is collected and up to date.

2 Quality Content

• 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 Campaigns and Events

• 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:**

- 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