

Job description

Post:	Partnerships Account Executive
Grade:	5
Hours:	35 hours per week
Accountable to:	Deputy Head of Events and Partnerships

The King's Fund is an independent charity working to improve health and care in England. We help to shape policy and practice through research and analysis; develop individuals, teams and organisations; promote understanding of the health and social care system; and bring people together to learn, share knowledge and debate. Our vision is that the best possible health and care is available to all.

Our values

We expect everyone to demonstrate an understanding of and to apply our workplace values. Our vision, mission and values can be seen at: <http://www.kingsfund.org.uk/about-us/our-vision-mission-and-values/our-values>

Job purpose

Works closely with the Deputy Head of Events and Partnerships and wider Events and Partnerships team to help deliver The King's Fund's corporate partnerships programme and to secure private sector sponsorship and exhibition income for our programme of conferences and events.

The King's Fund increases its impact and reach by raising income and support from a variety of sources. Fostering effective partnerships is an important aspect of this. The strategy combines three corporate partnerships programmes with conference sponsorship and partnership arrangements for specific projects.

The Partnerships Account Executive plays a key role in engaging with a range of private sector organisations, representing the Fund as the central point of contact. The role is focused on maintaining great relationships with a range of leading health and care companies, including the Fund's corporate partners and supporters, ensuring the renewal and growth in the value of partnerships both financially and non-financially. The Partnerships Account Executive develops new relationships to ensure the growth in financial value of the programme as well as wider value to the organisations as a whole, supporting the Fund being able to maintain its' independence.

Main responsibilities

- Works closely with the Deputy Head of Events and Partnerships and Partnerships Account Manager to generate funds from the private sector to meet challenging income targets while protecting the Fund's reputation for independence and quality, in line with our ethical partnerships policy.
- Secures event sponsorship and exhibition income, to achieve stretching income targets.
- Ensures that event sponsorship products are consistent with our corporate partnership programmes, and identifies opportunities for cross selling of sponsorship and partnership programmes.

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• positive and engaged • striving for excellence • acting with integrity

- Identifies potential new sources of corporate funding and secures new business development meetings with potential partners, supporters, or sponsors within the health and social care sector.
- Builds and maintains strong external relationships with potential sponsors through extensive telephone work and secures and leads new business meetings.
- Adopts a consultative sales approach and conducts extensive telephone work (both cold calling and with existing contacts).
- Writes high quality external communications documents, including sponsorship marketing materials as required.
- Ensures that the Fund's reputation for independence is not compromised by our sponsorship models.
- Contributes to and support other departmental work as appropriate.

Management of people and resources

- Actively contributes to effective communication within the team and with others across the Fund.
- Ensures that the organisation's business and information systems are utilised for the benefit of the team, directorate and Fund.
- Manages finances in compliance with related policies and procedures.
- Effectively manages project/business performance by planning, co-ordinating, delivering, evaluating and communicating as appropriate.

Other

- Actively learns and develops to stay up to date with developments in area of expertise and to meet the changing needs of the job, team and organisation by participating in appraisal and appropriate learning activities.
- Encourages and supports the development of others, the team and the organisation by engaging in and contributing to the Fund as a learning organisation and to its positive culture.
- Represents the team and Fund in a professional and positive manner with both internal and external stakeholders and in doing so reflects the values of the organisation.
- Undertakes any other duties that may reasonably be required, and are commensurate with the grade of the job, in furtherance of the objectives of the Fund.
- Ensures compliance with The King's Fund's policies, procedures and contract of employment.

Date: January 2018

Person specification

Supporting Evidence

You must demonstrate your experiences, skills, abilities and values by giving specific examples for the criteria within the person specification.

	Essential	Desirable	How Tested
Training and qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent 		<i>Application</i>
Knowledge and experience	<ul style="list-style-type: none"> Demonstrable record of success in new business development/sales roles Experience of maximising opportunities from researching prospects to generating meetings, and securing income to achieve sales targets Experience of working in cross-departmental teams or structures to deliver projects 	<ul style="list-style-type: none"> A good knowledge of UK health and social care sector 	<i>Application</i>
Skills and abilities	<ul style="list-style-type: none"> Highly self motivated Excellent influencing and negotiation skills Excellent written and verbal communication skills Able to work collaboratively and sustain effective working relationships with diverse colleagues, partners and clients Able to organise their own work and time productively Understands the qualities and processes of excellent people management Understands The King's Fund's values and their application to this role Has an appreciation of the work of the Fund and the contribution of this role 	<ul style="list-style-type: none"> Able to facilitate group discussions Able to give high quality presentations to a range of audiences Able to influence at all levels 	<i>Interview Skills test</i>

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	Essential	Desirable	How Tested
Personal qualities	<ul style="list-style-type: none"> • Strong entrepreneurial skills • Motivated by the opportunity to support the Fund's mission to improve health and health care • Able to work with senior contacts and co-ordinate the activities of staff and contributors at all levels both internally and externally • Committed to providing a high standard of work and continuous improvement • Appreciates the value of diversity • Has a proactive approach to addressing challenges • Committed to continued learning and supporting the learning of others • Willing to accept responsibility and opportunities appropriate for the role • Has a flexible approach to their role and to change 	<ul style="list-style-type: none"> • A good level of self awareness 	<i>Interview</i>
Other			