

Job Description



Job Title: Corporate Partnerships Executive

Department: Income Generation

Responsible to: Partnerships Manager

Primary Work Base:

Warwick or Coventry but with travel to all sites when required. Will also be an element of home working available.

Role Purpose

To develop, grow and steward Myton's corporate partnerships portfolio, with accountability for securing new business partnerships while maximising the value, retention and long-term growth of existing corporate supporters.

The role is responsible for delivering sustainable corporate income through proactive partnership acquisition, relationship management, securing sponsorship, employee engagement, and stewardship activity. The role will be divided into approximately two halves to give equal focus on identifying cultivating and securing new partnerships as well as retaining, developing and growing existing corporate relationships. As part of the Partnerships team the postholder will contribute to wider organisational income growth by developing strong partnership pipelines and ensuring excellent supporter stewardship and engagement across all partnership activity.

Myton Core Values

Our *Core Values* underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



Main Duties & Responsibilities

1. New Corporate Partnership Development

- Identify, research, cultivate and secure new partnership opportunities aligned to Myton's strategic priorities.
- Develop and manage a pipeline of prospective corporate supporters, sponsors and business networks.
- Deliver proactive business development activity including networking meetings, presentations, proposals and pitches.
- Secure new partnerships, sponsorships and employee engagement opportunities to achieve agreed annual income and KPI targets.
- Working with the Partnership Manager and Marketing team to develop a portfolio of tangible support (commercial) propositions relating to Myton services
- To explore mutually beneficial propositions that add value to both the prospective corporate partner and to Myton and develop them into a compelling case for support
- Build relationships with key decision makers, business leaders and external stakeholders.

2. Stewardship and Growth of Existing Partnerships

- Manage and develop a portfolio of existing corporate supporters and partners.
- Deliver high quality stewardship and relationship management to maximise partnership retention and growth.
- Develop partnership growth plans that increase income employee engagement and long-term support.
- Ensure all supporters receive timely communication, recognition, reporting and engagement opportunities.
- Maximise opportunities for repeat support, multi-year partnerships, volunteering, fundraising and wider organisational engagement.
- Identify when support is at risk and explore ways to maintain engagement with the partner

3. Management and Performance

- Deliver agreed income targets, KPI measures and partnership growth objectives.
- Support income budgets forecasts and operational plans.
- Track and report on partnership performance, pipeline activity, retention, and return on investment.
- Use CRM systems data insight and market intelligence to inform targeting prioritisation
- Ensure supporter records, financial reconciliation and reporting activity is up to date and accurate

4. Events Campaigns and Organisational Support

- Secure sponsorship linked to fundraising campaigns, events and organisational activity.

- Work with Events, Community, Retail, Marketing, and Major Gifts teams to maximise partnership opportunities.
- Attend and support networking events, workplace engagement and fundraising activity, including evenings and weekends where required.
- Promote awareness of Myton's services, fundraising priorities and partnership opportunities across the business community.

5. Collaboration and Relationship Management

- Build strong, collaborative, relationships across Income Generation, Marketing, Retail Supporter Care and Clinical teams.
- Represent Myton externally with supporters', businesses partners and professional networks.
- Support a joined-up stewardship approach across the Income Generation Directorate.
- Contribute to wider organisational objectives and strategic priorities.

GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES

Policies and Procedures

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data protection

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out

to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

Safeguarding Vulnerable Adults and Children

It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____

Last reviewed June 2026