

Person Specification



Job Title: Corporate Partnerships Executive

Department: Income Generation

Location: Warwick/Coventry with travel across Myton sites and community locations

Responsible to: Partnerships Manager

Attributes	Essential	Desirable
Educational / Professional Qualifications	Good standard of education including GCSE English and Maths (or equivalent).	Fundraising, sales, marketing or business development qualification.
Previous Experience	<p>Experience of relationship management, business development, account management or fundraising.</p> <p>Experience of working to targets and using CRM systems.</p>	Experience in corporate fundraising, sponsorship or the charity sector.
Skills and Attributes	<p>Excellent communication and networking skills.</p> <p>Ability to build relationships and influence stakeholders.</p> <p>Strong organisational skills with the ability to manage multiple priorities.</p> <p>Self-motivated and results focused.</p>	<p>Experience of delivering presentations and proposals.</p> <p>Understanding of corporate partnerships and CSR.</p>
Other	<p>Commitment to Myton's values.</p> <p>Willingness to work occasional evenings and weekends.</p> <p>Valid driving licence and access to a vehicle</p>	<p>Knowledge of the Coventry and Warwickshire business community. Existing corporate network.</p>

	(roadworthy & suitably insured).	
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