

**Race Against Dementia  
Appointment Brief**

**Partnerships Manager**



## About Us

Three times Formula 1 World Champion, Sir Jackie Stewart OBE founded Race Against Dementia in 2016, following his wife's diagnosis of frontotemporal dementia.

At Race Against Dementia we identify, fund and guide pioneering dementia scientists from across the world.

We offer an innovative support package, inspired by high-performance Formula 1 and the world's most inventive companies. We help researchers forge cross-discipline and cross-industry collaborations. We guide them on leadership, communication, teamwork and management.

Our researchers work to achieve better diagnoses, understand risks, develop treatments and find a cure for dementia.

With over 55 million people affected globally and someone diagnosed every three seconds, Race Against Dementia is taking immediate action to drive significant breakthroughs and develop leaders in the field.

## Our Mission

To equip dynamic and driven dementia researchers with funds and a Formula 1 mindset to accelerate a cure for dementia.

## Our Vision

A world with preventions and cures for dementia.

## Our Values

**Innovation:** We harness forward-thinking approaches and cutting-edge ideas to drive positive change and challenge the norm.

**Teamwork:** We foster a culture of teamwork and respect. We apply our individual expertise and we work collaboratively towards our mission.

**Resilience:** We are focused and motivated on our mission and support each other in moments of adversity.

**Ambitious:** We are conscientious and driven. We are motivated to push boundaries and achieve success.

**Integrity:** We are honest, fair and equal. We listen to each other and make decisions with consistency, transparency and integrity.

## About You

- We are looking for someone who is committed to helping us achieve our mission and vision.
- You will need to be adaptable, able to multi-task and work as part of the team.

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- You will need a keenness for learning and new challenges with a high level of commitment and passion for our cause.

## Our Team

We are a small dynamic and hardworking team. We have a positive and inclusive culture and believe we are made up of open-minded, agile, determined and fun individuals who really want to make a difference.

## What can we offer you?

- You will be joining a team who put people first and will make you feel valued, help you to learn, and support you to thrive in your role and within the charity.
- Quarterly in person team meeting days where we take a break from the screens, reflect on the last couple of months, plan ahead and use the day to work collaboratively.
- Hybrid working with an office in London.
- Pension contribution.
- 33 days' holiday a year (including eight English public holidays), and we encourage you to use them all!
- Discretionary holiday allowance around Christmas.
- Laptops provided for all employees.
- Learning and development budget.

## Job Description

<b>Job Title</b>	Partnerships Manager
<b>Based In</b>	Remote/Hybrid (London), with travel to Wendover, London and nationally
<b>Reporting To</b>	The Chief Development Officer
<b>Hours</b>	40 hours per week with a d one hour lunch break, worked flexibly to include evening and weekend work where necessary.
<b>Leave</b>	25 days holiday per annum plus bank/public holidays
<b>Contract</b>	Permanent
<b>Salary</b>	£35,000 - £40,000 per annum
<b>Pension</b>	Up to 3% matched contributions

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## Job Purpose

We are seeking a dedicated and experienced Partnerships Manager. As a skilled relationship-builder, you excel in cultivating partnerships that generate income and drive mutual value whilst contributing to achieving strategic goals. In this dynamic role, you will lead diverse partnerships, playing a pivotal role within our expanding fundraising team.

Collaborating closely with the Chief Development Officer (CDO), the Partnerships Manager is tasked with bolstering our fundraising strategy. This involves nurturing our existing partnerships while also identifying and cultivating relationships with potential future partners. The role entails managing these relationships with both Corporates and Trusts and Foundations, providing essential reporting, and actively contributing to the development of a robust pipeline of new partnerships.

## Duties and Responsibilities

- Act as the main liaison for partners, cultivating long-term relationships founded on trust, transparency, and mutual value.
- Maintain and grow effective partnerships which raise funds towards the ongoing work of Race Against Dementia, ensuring sustained engagement and support.
- Collaborate closely with partners to understand their goals, interests, and expectations, crafting customised partnership strategies to effectively address their needs and aspirations.
- Manage and develop each partnership strategy supporting the aim of raising money from businesses as an integral part of the charity's overall fundraising strategy.
- Develop and maintain a portfolio of new business supporters and secure new income by identifying growth areas and opportunities.
- Ensure that partnership proposals are aligned with partner priorities and funding criteria, effectively communicating the impact and value of our programs and initiatives.
- Contribute to the development of ideas and strategies for growth and impact within the fundraising team.
- Track, analyse and report on fundraising results in the partnership income stream and measure, manage and report performance against agreed metrics.
- Develop and implement joint marketing campaigns with partners to enhance our brand visibility.
- Collaborate with colleagues to create compelling narratives that showcase the impact of Race Against Dementia partnerships, driving awareness and engagement.
- Monitor CSR trends in the media, and keep up to date with professional fundraising associations and media regarding fundraising tools and skills development.

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## Other Duties

Carry out any other duties as required by the CDO, CEO or Trustees including (but not limited to):

- Attend, where appropriate, local, regional and national meetings.
- Maintain a good knowledge of national and local initiatives which are of benefit to Race Against Dementia.
- Administer your workload, including meeting targets and deadlines in line with the Race Against Dementia appraisal system.
- Attend relevant CPD training events as required.
- Work within the guidelines of Race Against Dementia policies and procedures.

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<b>Person Specification: Partnerships Manager</b>	<b>Essential (E) Desirable (D)</b>	<b>Demonstrated at: Application (A) Interview (I)</b>
<b>Skills, Experience and Knowledge</b>		
Proven track record of fundraising over at least three years	E	A/I
Competent and comfortable building relationships with individuals at all levels	E	A/I
Excellent verbal and written communication skills	E	A/I
Experience of working in a charity	D	A/I
Confident user of IT, including Microsoft applications	E	A/I
Ability to share information, contribute opinion and receive constructive criticism	E	I
Ability to maintain accurate and up-to-date data and online records	E	I
Experience of using a CRM system	D	A/I
A full driving licence and access to a car	E	A/I
<b>Qualifications</b>		
Fundraising qualifications	D	A
<b>Personal Attributes</b>		
Able to demonstrate empathy, sensitivity and respect confidentiality when interacting with donors and their families.	E	I
Ability to think creatively and positively and to seize new opportunities	E	I
Personal resilience with the ability to drive things forward	E	I
A good team player who thrives working in a small dynamic team	E	A/I
A self-starter who can maintain their motivation while working alone or from home	E	I
Good time-management, planning and organisational skills, including the ability to manage competing priorities that are time-sensitive	E	A/I
Willing to be flexible with working hours	E	I
Committed to equality, diversity and inclusion	E	I
Committed to CPD	E	I

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## To Apply

To apply for this role please send a copy of your CV and a covering letter to [jan@raceagainstdementia.com](mailto:jan@raceagainstdementia.com)

Please tell us why you are interested in this specific role? What gets you excited about working for Race Against Dementia?

**Closing Date for Applications:** 4 March 2024 at 5.00pm. We may invite applicants for interview before the deadline ends, so please do get your application in if you would like to be considered.

## Equality, Diversity and Inclusion Statement

Race Against Dementia aims to be an inclusive organisation where the individuality of every person is treated with respect. Race Against Dementia is committed to eliminating discrimination in any form. This means that all staff, volunteers and everyone with whom we come into contact with will be treated with dignity, equality, fairness and respect and no one will receive less favourable treatment.

## Safeguarding Statement

Race Against Dementia is committed to safeguarding and protecting vulnerable adults, children and young people. Our posts may be subject to a safer recruitment process, including the disclosure of criminal records and vetting checks where appropriate. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.

## Registered Address

Race Against Dementia  
C9 Glyme Court  
Oxford Office Village  
Langford Lane  
Kidlington  
Oxford  
OX5 1LQ

Telephone: 01296 620919

[www.raceagainstdementia.com](http://www.raceagainstdementia.com)

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