

Job Description

Job Title:	Corporate Partnerships Officer
Business Area:	Products & Services
Grade / Level:	3
Location:	London/Hybrid
Reports to:	Head of Corporate Partnerships
Direct Reports	No
Budget responsibilities:	No

Purpose of the Role

The Corporate Partnerships Relationship Officer is responsible for overseeing the delivery of all corporate partnership contracts and activities, effectively and efficiently, to maximise the benefit to the corporate partner and the RIBA.

Reporting to the Head of Corporate Partnerships, this role focuses on the relationships with corporate partners, working with colleagues across the RIBA, to ensure a high level of income retention and growth.

Main Responsibilities

- Responsible for the oversight and delivery of corporate partner sponsorship packages at events, ensuring that corporate partners objectives and goals are met. This involves liaising with relevant teams inside and outside of the RIBA.
- Provide support to a varied portfolio of corporate partners, ensuring that they are stewarded effectively to strengthen their relationship with the RIBA, and so support long-term income growth for the RIBA.
- Provide first point of contact and dedicated account management for corporate partners dealing with any queries or new requirements that may arise.
- Work with RIBA member-facing teams to ensure corporate partners' requirements are successfully delivered, in line with contracted objectives and goals.
- Produce evaluation reports/summaries for corporate partners.
- Plan a range of corporate partner benefits, including employee engagement activity, workshops, building tours, talks, etc.
- Monitor corporate partner feedback to support development and client service improvement initiatives.
- Ensure all information on the corporate partners' pages on www.architecture.com is kept up to date.
- Support the Corporate Partnerships team in the development of a pipeline of corporate partner prospects in line with the business strategies, goals and objectives.
- Assist in the production and delivery of any printed or online materials required by the Corporate Partnership team.
- Attend client meetings and internal stakeholder and management meetings as the representative of the Corporate Partnerships team.
- Responsible for the administration of all corporate partner income and ensure that all payments are recorded and accounted correctly and as per the contracted terms.
- Maintain appropriate systems for the management and reconciliation of the Corporate Partnerships budget.
- Provide comprehensive and timely reports summarising corporate partnership

activities against set objectives and goals.

- Ensure that all corporate partnerships contacts are tracked consistently, through effective use of a CRM system or tracking spreadsheet.
- Ensure that all data relating to RIBA's corporate partners is compliant with the RIBA's Data Protection policies / the UK GDPR.
- Develop a close working relationship with colleagues across the RIBA, with the focus on raising the profile of our corporate partners and the value they bring to the RIBA.
- Role model the RIBA values.
- Take on any other work, as directed by the line manager.

Skills, Knowledge and Experience

- Experience of corporate partnership or client relationship.
- Excellent customer experience skills, working with senior decision makers and stakeholders.
- Excellent interpersonal skills and ability to build strong relationships with clients, anticipating their needs and delivering effective services to meet those needs.
- Exceptional organisational skills and a strong work ethic.
- Evidence of strong administrative skills, attention to detail and rigorous planning.
- Good organisation, planning and problem-solving skills, with an ability to prioritise multiple projects simultaneously.
- Excellent written and verbal communication skills.
- A knowledge of the architecture and construction industry would be an asset, though not a necessity.

There will be a requirement for some travel (within the UK and, possibly, overseas) in support of developing corporate partnership opportunities.

Drafted by:	Date drafted:	Evaluated by:	Evaluation date:
Director of Commercial Development	October 2023		

This job description is non-contractual, or an exhaustive list and it may be added to or changed to from time to time.