CHILDREN'S
HEART
SURGERY
FUND



Join **#TeamCHSF**

Corporate Partnerships Manager

July 2026

CHILDREN'S HEART SURGERY FUND

Background

1 in 125 babies are born with heart disease.

Children's Heart Surgery Fund (CHSF) empowers the lives of everyone born with congenital heart disease in our region. We do this through the delivery of our holistic family support service and by providing vital resources to the Leeds Congenital Heart Unit and region.

For over 35 years, CHSF has funded vital equipment for use in the assessment, support and treatment of children and adults with congenital heart disease, alongside parent accommodation and some medical roles - all beyond the remit of the NHS. In 2020, the Family Support service started helping patients and families from across the region with bespoke wellbeing, financial and practical support and this area of our work has grown from strength to strength supporting over 500 beneficiaries each year.

Our charity is a crucial partner for the Leeds Congenital Heart Unit, a specialist cardiac centre for all of Yorkshire, the Humber, North and North East Lincolnshire, and North Derbyshire (a population of over 5.7 million).

Empowered lives, because of you.

CHILDREN'S
HEART SURGERY
FUND

Title:	**Corporate Partnerships Manager**
Salary:	£35,000 + pension and benefit package
Hours:	Full time, 37.5 hours a week
Location:	Office location, with regional travel and hybrid working arrangement

Job Summary

Our Fundraising and Marketing team are the driving force behind our charity. We are 100% self-funded, and we successfully manage a diverse range of income streams to ensure we can deliver our help and support each year. Children's Heart Surgery Fund are proud of our Corporate Partnerships, we invest in relationships to maximise opportunities for businesses to fundraise for us and get involved in our activities and events.

We are looking for an exceptional person who is a natural relationship builder to join CHSF as one of two full-time Corporate Partnership Managers. You will be responsible for securing new business and seeing these partnerships through to co-deliver meaningful income generating projects that are enjoyable for teams as well as valuable for us.

Role and Responsibilities

New Business

1. Lead on building a pipeline of new and prospective corporate partners
2. Through research and information gathering, identify and follow-up key opportunities for development across the region
3. Attend networking events throughout the region, such as breakfast network meetings, Chamber of Commerce and Connect Yorkshire events
4. Complete grant applications to Corporate Foundations
5. Keep up to date with Business Development across the region and corporate social responsibility trends and new opportunities

Partnership Management

1. Steward existing partners through CHSF supporter journey via a range of creative and tailored touchpoints, building trusting relationships
2. Develop bespoke opportunities and fresh ideas to motivate partners to fundraise and get involved with CHSF
3. Seek out opportunities to extend partnerships into a multi-year offer
4. Provide partners with relevant updates on Children's Heart Surgery Fund including newsletters, Impact Reports and events.
5. Liaise with CEO and Fundraising Team on aspects of partnership management

CHILDREN'S
HEART SURGERY
FUND

6. Thank partners for their support via letter, certificate and in person
7. Celebrate partnership successes through social media posts and CHSF newsletters
8. Maintain accurate records on Beacon CRM and complete monthly performance reports
9. Seek feedback from partners and at the conclusion of the partnership.

General

1. Manage the Corporate Partnership budget
2. Work collaboratively with the Fundraising and Marketing Team to share best practice, tools and learning
3. Join in and contribute to team meetings, professional development opportunities and away days
4. Prepare for an annual appraisal and contribute to your individual objective setting and agreeing annual KPIs

Benefits

- 27 days annual leave (not including bank holidays), increasing to 29 days after 5 years' service and an additional day off for birthdays
- Company pension scheme
- Health care cash plan
- Death in Service after successful completion of 12 months' service
- Employee Assistance Programme
- Access to blue light card, charity worker discounts etc.

What our Corporate Partners say...



"We were very proud to be presented with a BIG cheque from Children's Heart Surgery Fund showing the final amount our amazing staff raised for them as a chosen charity for 2025 - £26,103! Such a wonderful team and charity. If you are looking to support a charity, choose them!" **-- Simon Oxby, Head of Operations**

Berry's JEWELLERS



"Giving back has always been at the heart of NEOM Wellbeing. This year, our team chose a charity that truly resonates with them because there's nothing more powerful than supporting a cause we all care about and reflects our values.

"We had first hand experience of CHSF when they supported one of our own team members. We're proud to stand behind CHSF whose incredible work transforms the lives of children and families right here in our community." **-- Nicola Elliott, Founder**

NEOM
WELLBEING | LONDON

Personal Specification

Specification Criteria	Essential/ Desirable
Experience	
Significant income generation experience in a fundraising, sales or business development setting	**Essential**
End to end experience of partnership management including identifying new partnership opportunities, onboarding and delivering clearly defined value and outcomes	**Essential**
Adopting a systematic approach to developing new business including prospect research and pipeline management	**Essential**
Managing income targets and budgets	**Essential**
Experience of planning and delivering corporate events	**Desirable**
Research skills and impact report writing	**Desirable**
Membership of relevant business networks across the region	**Desirable**
Skills & Abilities	
Excellent networking skills and ability to foster meaningful professional relationships at a senior level	**Essential**
Ability to create compelling proposals and impactful pitches tailored to different audiences and across all levels	**Essential**
Ability to think creatively and generate commercially viable and innovative ideas	**Essential**
Strong communication skills	**Essential**
Organisational and planning skills with the ability to managing competing demands	**Essential**
Knowledge of the Fundraising Regulator's code of conduct and awareness of relevant legislation related to charitable fundraising	**Desirable**
Proficient in IT including Microsoft Office and CRM databases	**Essential**
Understanding of corporate social responsibility and charity partnerships	**Essential**
Qualities/General	
Results orientated and self-motivated with a 'go getter' attitude	**Essential**
Available to work flexibly across the region, including some evening and weekend work	**Essential**
Effective team member who can work across the team function	**Essential**
A commitment to aligning practice and behaviours to CHSF Values	**Essential**
Awareness of the vision and mission of CHSF and a commitment to improving the lives of those affected by congenital heart disease in our region	**Essential**
Full clean driving licence and access to a car	**Essential**

CHILDREN'S
HEART SURGERY
FUND

To apply

To apply for this role, please submit a CV and personal statement to detail how you meet the criteria in the person specification.

Applications should be emailed to hr@chsf.org.uk

We are an equal opportunities employer and welcome applications from all parts of the community.

Timetable

Closing date: Friday 18 December 2026
Interviews will be held at our Leeds office wc. 11 January 2027



Registered Charity No. 1148359