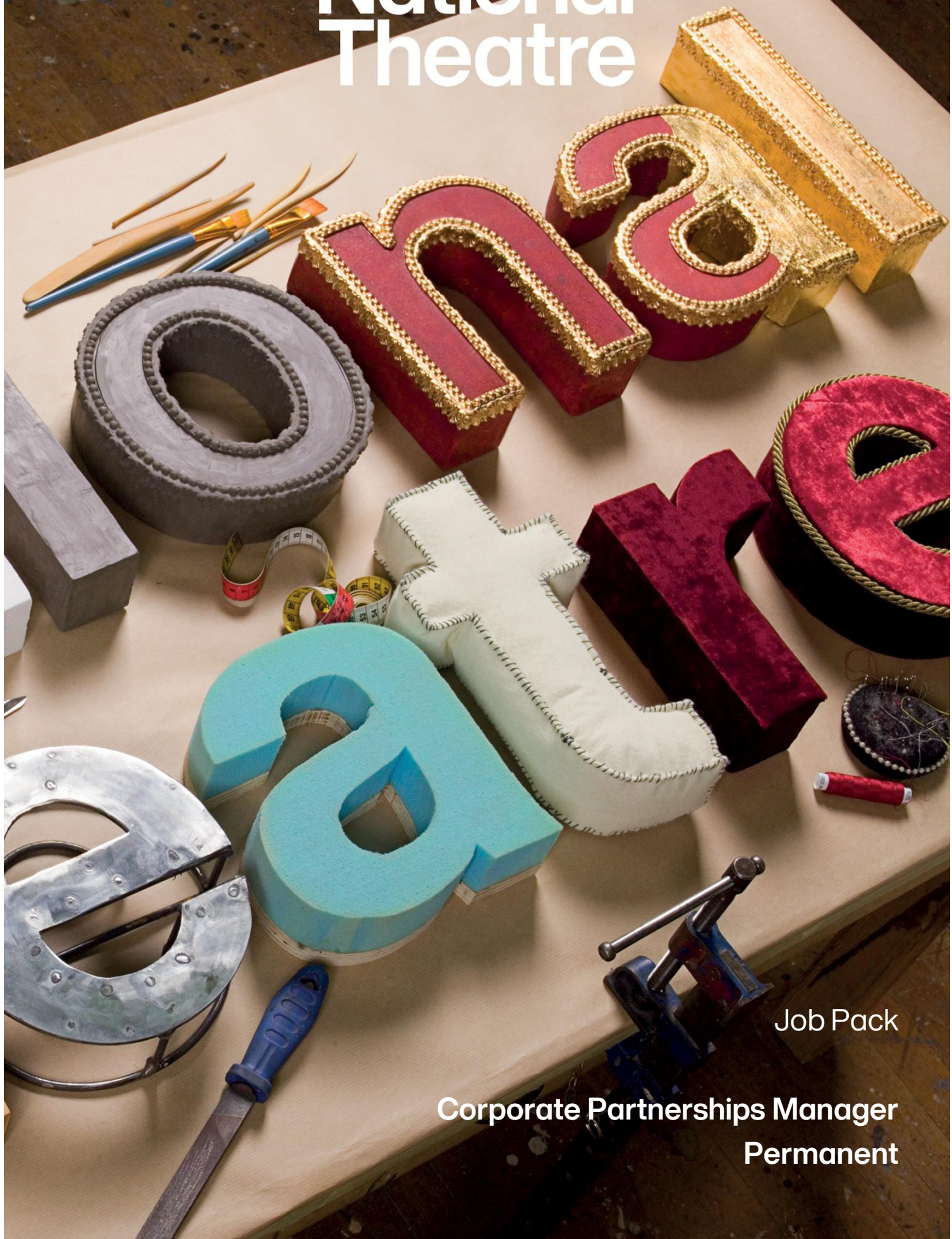


National Theatre



Job Pack

Corporate Partnerships Manager
Permanent

About the National Theatre



Our Purpose

The National Theatre (NT) makes theatre that entertains and inspires using its creativity, expertise and unique reach.

We share unforgettable stories with millions of audience members across the UK and around the world – on our own stages, on tour, in schools, on cinema screens and streaming at home.

World-leading artists make their best work at the NT with the widest possible audience and impact.

We invest in talent and innovation on stage and off. We take seriously our role as the nation's theatre. Of the new productions we develop each year with a wide range of theatre companies, a third of that R&D resource is dedicated to shows staged at theatres outside London.

Through touring our work to local theatres and schools and nationwide education and community programmes, we are active in 71 of the 109 levelling up priority areas in the UK.

A registered charity with deeply-embedded social purpose, the NT works with hundreds of schools and communities across the UK to spark imagination and inspire creativity, and to develop skills and pathways for careers in theatre.

Our key objectives as we look to the next five years are towards economic, environmental and social sustainability, upholding a culture that aims to take care of our people and the wider world.

Our Values

The values that guide us.

Make a positive impact, striving to make the world a better place through theatre.

Bring your passion, applying energy and expertise to achieve the highest standards.

Collaborate to create, bringing ideas to life through teamwork and forging connection.

Empower each other, working to build and uphold an inclusive and equitable culture.

Act with confidence, with the courage to make clear, intentional decisions that support our shared vision.



The Development Department is the fundraising function of the National Theatre. Its aim is to raise essential funds from individuals, corporations and charitable trusts and foundations to enable the theatre to carry out its mission and plan for future years.

The Development Department consists of around 35 members of staff split across five teams: Corporate Development, Trusts & Foundations, Major Gifts, Individual Giving and Development Operations. The Department also works with a Development Board of senior external fundraising volunteers, chaired by Elizabeth Pryce.

This is an exciting time to join the National Theatre as we begin a £125m fundraising campaign, Stories Start Here. Over the next four years, the Development team will deliver this campaign, our most ambitious fundraising endeavour to date, which will generate revenue and capital funds that will ensure the National Theatre is a creative powerhouse, attracting world-leading talent to create unforgettable theatre which can be enjoyed live and digitally around the world.

The Corporate Development team will play a key role within this, as we look to expand and grow our corporate partnership portfolio. The Corporate Development team of eleven secures and manages corporate memberships and corporate partnerships (such as key partnerships with Bloomberg Philanthropies, American Express, Bank of America and Sky Arts), and has an annual target of over £5m.

More broadly across the Development department, the Major Gift and Individual Giving teams work particularly closely together to raise money from individuals with a passion for the work of the National Theatre on stage and with young people, communities, audiences and theatre-makers. Meanwhile, the

Trusts & Foundations team seek funding from charitable trusts, livery companies and other institutional funders. The Development Operations team help maximise all fundraised income through the efficient delivery of events, prospect research, stewardship, compliance, reporting and office management.

We also work closely with the American Associates of the National Theatre (AANT), a US charity based in New York. Since 2005, the AANT has granted well over \$20m to support the work of the National Theatre in the UK and the US.

The Corporate Development Team

The Corporate Development team secures and manages corporate memberships and corporate partnerships, such as with Bloomberg Philanthropies, American Express, Bank of America and Sky Arts. The team has an annual target of c.£4.5m and manages both cash and in-kind partnerships, as well as memberships, which all help support the NT's work. The team of 11 is split between New Business, Partnerships and Memberships, with some team members working across multiple strands.

Job Description

Corporate Partnerships Manager

Contract Type: Permanent

Hours: 35 hours per week. Although additional hours may be necessary in order to fulfil the post's requirements.

Salary: £35,653.17 per annum

Responsible to:
Senior Corporate Partnerships Manager



Purpose of the Role

The Corporate Partnerships Manager is responsible for delivering, renewing and evolving new and existing high-value, long-term corporate partnerships. They will work with the Senior Corporate Account Manager to support the team in delivering best-in-class account management. The Corporate Partnerships Manager will also support with new business and revenue generation through securing additional income.

The ideal candidate will have experience in managing a variety of corporate accounts and have a good understanding of the partnerships landscape and stakeholder management. The candidate will be a creative problem solver, with exemplary relationship building and customer service skills. The role will be focussed on both account management and new business. The candidate will have an ambitious approach to generating revenue through income growth opportunities and new business both with existing accounts and new prospects for the National Theatre.

Duties and Responsibilities

Key Responsibilities

- To deliver, extend, renew and evolve existing partnerships
- To generate additional revenue through identifying new business and income growth opportunities
- To contribute to and implement the corporate development strategy

Duties and Responsibilities

- To manage and deliver existing corporate partnerships, building excellent relationships with all levels of stakeholders in order to secure renewals and maintain long-term support
- To secure new fundraising income through new business approaches and account growth
- Ensure the standard of service is consistently high and meets the needs of partners
- To capitalise on opportunities to evolve and grow income from these accounts
- To work closely with other members of the team to ensure a smooth handover of new accounts
- Be a strong advocate for team and department's objectives, working effectively with other colleagues within Development and the National Theatre more widely, including NTP (our touring production department), Marketing and Box Office to deliver for our partners
- To build relationships at all levels both with external clients and within the National Theatre
- Manage and monitor agreed income and expenditure budgets to ensure cost effectiveness
- Work collaboratively with the Corporate Development Board's senior volunteers

General

- A commitment to high standards of service delivery and customer care
- To regularly monitor and update all financial aspects of all activity on the department reporting documents
- To assiduously update Tessitura, the NT's organisation-wide database with any information regarding a contact
- Update databases and supporter information systems on a regular basis in line with Data Protection legislation and the NT's policy and procedures to ensure all records are up-to-date and accurate
- Carry out any other duties as requested by your line manager or the Director of Development
- Undertake training deemed necessary by your line manager
- Participate actively in regular department and team meetings, contributing to strategy, discussions and decisions

- Take personal responsibility for keeping up to date with the work of the National Theatre
- Willingness to work flexibly in approach to work and/or work time requirements
- Support the National Theatre's communications objectives by sharing information your manager and colleagues as appropriate, whilst respecting confidentiality, so that you and your colleagues have all the information you need to perform your duties effectively
- Always comply with and champion the National Theatre's Equal Opportunities and Health and Safety policies
- Contribute to the National Theatre's ambition to create an inclusive environment for colleagues and visitors

The key responsibilities are a guide to those required when starting the role at the National Theatre. You may be required to carry out responsibilities outside of these and, if this is the case, we will discuss this with you. In addition, if there are changes required to the role, these will be discussed with you as and when required.

Person Specification

- Proven track record of securing income and managing partnerships/sponsorships, possibly gained within a target driven environment
- Experience of negotiating bespoke partnership deals and benefit packages and composing commercial participator agreements or similar legal contracts
- Demonstrable experience of managing stakeholder relationships, preferably with c-suite involvement
- Ability to effectively chair and manage external partner meetings, taking a confident and proactive approach whilst also being responsive and accountable for meeting outcomes
- An enterprising approach to corporate fundraising
- A team player, able to work collaboratively with Development Department and other NT colleagues
- Ability to work calmly under pressure, flexibility to meet the demands of a variable workload and willingness to work irregular hours
- Good organisational skills, demonstrating the ability to set and manage conflicting priorities
- Demonstrable knowledge and understanding of customer service value
- Commercial awareness with knowledge of various corporate sectors
- Proficiency in the use of MS Office, particularly Word, Excel, Outlook and PowerPoint
- Experience of working with a customer relations management system
- Knowledge of fundraising database Tessitura or similar
- An interest in theatre and wider arts sector

Recruitment Process

Link to apply: <https://jobs.nationaltheatre.org.uk/>

Closing date: Monday 17th June 2024, at 12 Noon

Further queries: email recruitment@nationaltheatre.org.uk

Benefits

- Complimentary staff tickets for shows, subject to availability and policy
- Discounts in the NT's bars, cafes, restaurants, and bookshop, as well as in local businesses (from Wagamama to local childcare providers & gyms on and around the South Bank)
- Access to interest-free season ticket loan and cycle scheme partnership
- Pension schemes with Legal & General and NEST
- 33 days annual leave increasing up to 40 with length of service (including bank holidays)
- Sabbatical option, subject to agreement and policy
- Generous sick pay
- Family-friendly employer with supporting policies
- Hybrid and flexible working, subject to agreement and policy
- Training and Development Programme via e-learning platform, and specialist in-person training relating to role
- On-site Occupational Health and Wellbeing support
- Free-to-access Employee Assistance Programme, enabling counselling and mental wellbeing support, financial and legal advice, and advice on caring responsibilities
- On-site staff canteen and bar

Staff networks and communities:

The National Theatre has five Staff Networks:

[Disability Network](#)

[LGBTQ+ Network](#)

[Amplified: Network](#) for the Global Majority

[Women's Network](#)

[Parents and Carer's Network](#)

The networks are run voluntarily by our staff.

The NT is also a member of Parents and Carers in the Performing Arts (PiPA)

We support and encourage people from a variety of backgrounds, experiences and skill sets to join us and help shape what we do. As users of the disability confident scheme, we guarantee to interview disabled applicants who meet the essential criteria for our vacancies.

If you would like to speak to someone about any adjustments or concerns you can email recruitment@nationaltheatre.org.uk and we will be in touch with you to make the necessary arrangements.

