



SENIOR MANAGER -
CORPORATE
PARTNERSHIPS

THE
NATIONAL
GALLERY

THE ROLE PROFILE

Job context

This senior post is within the Corporate Development team, reporting to Head of Corporate Partnerships. The role works closely with the wider Development team and across all departments of the National Gallery.

This senior fundraising role is a new business and account-management role, providing delivery of key partnerships, client management and financial reporting for the corporate sponsorship revenue line.

Work will be particularly focused on support of the Gallery's BAU fundraising programme to help meet a £877,000 revenue target. This income provides critical unrestricted funding for National Gallery core activity.

Job purpose

The role sells the Gallery's corporate sponsorship offering and will manage key relationships with a portfolio of partners.

It is responsible for new business development, account management of client relationships, all administration of the partnerships which includes financial reporting and contracts.

You will help drive our approach in identifying and cultivating corporate supporters to increase the partner pool and deliver increased revenue for the Gallery.

Scope of job

To secure new business by developing sponsorship proposals to engage clients with the work of the National Gallery

- Collaborate with Gallery staff, Trustees and voluntary leadership to devise tailored sponsorship proposals, ensuring the most effective proposition is made to the clients best placed to influence a successful outcome
- Draft compelling proposals and communications which engage new clients with the work of the Gallery

Identify and research prospective corporate partners from UK and global marketplace

- Use a variety of methods to understand clients' strategic objectives and how the Gallery's core activities can align. Understand their charitable objectives, budgets, decision-making processes and other relevant information
- Assess risk in a transparent way which gives senior stakeholders confidence in how corporate partnerships are undertaken and developed.

Account management of corporate sponsors

- Lead on the account management of a portfolio of corporate sponsors
- Manage contracts, invoicing and accurate reporting for sponsors
- Propose corporate membership as a solution or part of a solution where appropriate in client discussions

Contribute to efficiency and effectiveness of Development Team

- Act as the first point of contact for Gallery corporate sponsors
- Ensure that information on past and present clients is updated and maintained in compliance with data protection legislation, to provide a complete and accurate record of the history of each client's relationship with the Gallery
- Contribute to the annual planning and reporting process, providing regular reports of progress against objectives
- Manage and report against income and expenditure budgets
- Lead, attend and assist with cultivation events and meetings with supporters as appropriate

Contribute to Development strategy

- Taking responsibility for planning and/or managing specific projects as agreed with the Head of Corporate Sponsorship and the Director of Development

Represent the Development Department

- Make presentations individually or with senior Gallery personnel to existing and potential clients
- Work to integrate the development Department across all National Gallery departments
- Act as an Ambassador for the National Gallery

Key deliverables

- Secure one new corporate sponsor at six-figure level per year
- Delivery against sponsorship targets of a minimum of £877k
- Help develop mid-long term corporate partnership strategy that provides economic sustainability for the Gallery
- Build strong relationships with a portfolio of new prospects and pipelines
- Develop robust relationships with clients and colleagues, via exceptional client management, accurate and regular reporting

Key relationships

- The position will be line managed by the Head of Corporate Partnerships and work closely with the Director of Development, as well as the other Heads in Development
- The postholder will manage senior external relationships
- Colleagues across the Gallery including (not exclusively): Curatorial, Exhibitions, Digital, Finance and Legal, Events and Operations

Key required skills

- Excellent networking and presentation skills
- Good verbal/written communication skills - proficient in Word, Excel and PowerPoint
- Ability to evaluate different fundraising priorities, think strategically and creatively to identify and define broad, fundraising opportunities
- Ability to communicate effectively and persuasively, both in person and in writing to manage complex, nuanced relationships.
- Financial literacy with strong understanding of P&L
- Time management and attention to detail
- Experience of using a digital database

Key required attributes

- Proven ability to grow income and deliver against set targets
- Experience of working with Event, CSR and Marketing teams and working directly with C-suite level clients
- Sales and target driven – with experience in commercial event sales
- Resourceful and resilient approach to problem solving
- Keen to build relationships in a collaborative, energetic team environment
- Ability to identify and act on opportunities in an entrepreneurial way
- Experience of writing documents/reports and of event planning
- Confident liaising with external clients and internal colleagues

Supervisory/Managerial responsibility

- Responsible for overseeing the Line Management of the Corporate Partnerships Officer. This is a dedicated resource, to support the Senior Manager Corporate Partnerships
- Accountability for the training and developmental needs of the Corporate Partnerships Officer, whilst balancing project and internal reporting needs

Essential criteria or considerations

- Substantial proven ability in corporate fundraising, including proven success in personally identifying and securing major (six-figure) sponsorships
- The job involves regular attendance at breakfast events, evening receptions and dinners

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Senior Manager - Corporate Partnerships

Contract

Permanent, working full time hours of 35 per week.
This post is on the Gallery's Band G. The salary is £57,460 per annum.

Pay review

Pay increases are dependent upon government public sector pay policy and affordability, and the Gallery's pay settlement arrangements. The following are for employee status:

- Occupational defined benefit scheme (Civil Service Alpha, details available through the Civil Service website); transfer from another Civil Service employer with an existing scheme (e.g. Classic) will be recognised.
- Annual leave entitlement begins at 248.5 hours pro rata (inc. Public and privilege holidays), rising to 283.5 hours (inclusive) at five year's service.
- Flexible benefits from one month's service, including discounts, holiday trading, cycle to work and other benefits which vary from time to time according to availability via the Gallery's palette scheme.
- Flexible working arrangements to suit.
- Participation in the reciprocal arrangement between cultural institutions for free entry.
- Employee discount in the Gallery's retail and catering outlets, as well as several outlets in the vicinity of Trafalgar Square.
- Free tickets to Gallery exhibitions, up to four to share with friends and family.
- Employee Assistance Programme and Occupational Health, including annual flu vaccination, subject to availability.



Happy To Talk
Flexible Working

HOW TO APPLY

It is important to complete all sections of our application form in order to ensure that we have all the information necessary to consider you for the job you are applying for. There are a number of sections to complete before submitting your application. However, you can save your application form at any stage and return at any time prior to the closing date to complete.

If you have any questions on the information you should provide, or have any difficulties completing the form, please contact the Human Resources Department at recruitment@nationalgallery.org.uk.

Employment & Academic History

Due to the value of our collection the Gallery undertakes extensive pre-employment screening, including a criminal record check. As part of our security screening process we need to account for all of your time over the past 3/5* years and will verify the information provided. However we are interested in all of your relevant work experience so please provide us with your career history.

Application Questions

In this section you should outline how your skills, knowledge and experience match the numbered essential requirements of the post, as set out in the role profile. The numbered essential role criterion shows you the skills and attributes which are necessary to carry out the responsibilities of the job and will be used to shortlist candidates for interview.

Shortlisting

The National Gallery operates name free recruitment, which means an applicant's name and personal details are not visible to recruiting managers in the shortlisting process. By removing the applicant's name and other personal information, such as their ethnicity or the university they attended, we aim to ensure that people will be judged on merit and not on their background, race or gender

* Dependant on role

Selection

For some roles at the Gallery we will ask you to complete a variety of selection activities to allow you to demonstrate your abilities and suitability for the post. These may include ability tests, personality questionnaires, work simulation exercises, interviews, etc. Details of the specific activities will be advised to you as part of the process.

Equal Opportunities Monitoring

The Gallery is committed to equal opportunities for all job applicants and employees. Our policy is that no job applicant or employee should receive less favourable treatment than another on grounds of gender (including gender reassignment), sexual orientation, marital or family status, civil partnership status, race, colour, nationality, ethnic or national origins, religion or similar belief, disability, age or trade union membership or any other condition or requirement which cannot be shown to be justifiable.

Information you provide such as ethnic origin, gender and disability will be used solely for monitoring purposes and identifiable information will not be disclosed.