

## Job Summary

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### Corporate Development Manager

<b>Responsible to:</b>	Development Director
<b>Salary:</b>	£30,000 - £33,500
<b>Hours:</b>	Normal office hours are 10am – 6pm Monday to Friday. Regular evening and occasional weekend work required. No overtime or TOIL is offered.
<b>Benefits include:</b>	Contributory Pension Scheme; Season Ticket Loan Scheme; Training and Development opportunities
<b>Holiday:</b>	25 days per annum; rising by one day for each full financial year worked to a maximum of 30.
<b>Probation Period:</b>	3 months
<b>Notice Period:</b>	3 months

The Corporate Development Manager is responsible for keeping up-to-date with best practice in their field including knowledge of changes around GDPR, trends in corporate giving and CSR, as well as being plugged into networks with peers in the sector. The Corporate Development Manager will have a good understanding of the sector as a whole and how the Young Vic's offer compares to other performing arts organisations.

The Corporate Development Manager role sits within the Development Team of the Young Vic, led by the Development Director. In addition to managing the Corporate Development Manager, the Development Director manages the Head of Individual Giving, the Trusts and Foundations Manager and the Development Officer. The Head of Individual Giving manages the Development Assistant.

## Job Description

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### Corporate Development Manager

#### Key objectives:

- Work with the Development Director to achieve the annual fundraising target of approximately £1.7 million, focusing on corporate support and partnerships.
- Take corporate engagement with the Young Vic to the next level by securing six-figure sponsors for our work on stage and in the community.
- Deliver a corporate engagement programme of events and communications.
- Ensure the delivery of high performance skills workshops for corporates alongside our team of facilitators.
- Produce visually compelling collateral and bespoke proposals.
- Arrange and attend events where there is shared responsibility for donors, including all Press Nights.
- Work with relevant departments at the Young Vic to monitor and evaluate fundraising projects.
- Give the highest level of care and attention to all donors.

#### Tasks and responsibilities:

##### Corporate Partnerships

- Work with the Development Director and other internal stakeholders to establish the offer and rhetoric around major corporate support at the Young Vic.
- Produce compelling, visually attractive materials.
- Identify six and seven figure prospects.
- Make approaches and cultivate relationships.
- Present to prospects with the support of the Development Director and Executive Team.
- Negotiate agreements and input into contractual arrangements.
- Account manage the partnership, ensuring benefits are delivered and a dialogue is maintained throughout.
- Promote the partnership internally and keep internal stakeholders up-to-date.

##### Corporate Membership

- With the Development Director and Development Board, be responsible for the research, generation and management of prospective corporate members.
- Work with the Development Officer to follow up and progress new leads.
- Ensure the highest standards of stewardship and cultivation for members at all levels.
- Prepare and deliver standard and bespoke corporate membership bids and agreements to suit each client.
- Plan and deliver a range of members' activities and events including logistics, finance, evaluations and reporting.

- Plan and deliver volunteering opportunities to members if part of the package.
- Ensure regular communication with corporate clients surrounding productions, partnership opportunities and entertainment options.

## **Corporate Workshops**

- Manage and oversee delivery of the high performance workshops, liaising with corporate clients, workshops directors and venues.
- Take briefs from clients and work with workshops directors to design new content if needed, prepare T&Cs for clients and manage budgets while ensuring cost and income is communicated to the Finance team.
- Create and progress new business leads for the workshops, pro-actively engaging current and future corporate clients. Budget and monitor the cost and income from the workshops in liaison with the Finance department.

## **Events**

- Lead on the delivery of corporate hospitality and all corporate cultivation events
- Support and work with the Development Board and the Development team in the creation and management of fundraising galas or similar.
- Support logistical set-up and delivery of all events including bespoke client events and press nights for Main House, Maria Theatre and Clare Studio theatres.
- Work with the Development Assistant to ensure the maintenance of the events calendar and the effective use and management of ticket holds for all events.

## **General**

- Support the department in specific areas as needed, including evening and weekend events.
- Attend team meetings, company meetings and Development Board meetings as required.
- Identify opportunities for cross-cultivation, particularly with individuals and trusts.
- Ensure Tessitura is kept up to date with all relevant information across the team, including approaches, pledges and donations and that data collection is compliant with GDPR.
- Represent and advocate for the department and organisation internally and externally.
- Be an active and supportive member of the Young Vic staff team.
- Be familiar with and personally responsible for acting within the policies of the theatre
- Flexibility in undertaking any other duties as may be reasonably required in the above post.

## Person Specification

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### Corporate Development Manager

#### Essential skills

- Track-record of making income-generating approaches to corporates.
- Comfortable communicating with individuals at senior management/director level.
- Ability to state a convincing, coherent fundraising case in person and in writing to high level corporate donors and prospects.
- Strong research skills.
- A collegiate manner and supportive attitude.
- Good administrative and organisational skills.
- Accuracy and attention to detail.
- Committed, energetic and motivated team player.
- Proficient in all Microsoft office applications.

#### Desirable skills and attributes

- Experience of negotiating and account managing multi-year corporate partnerships in the culture sector.
- Experience of corporate training in cultural organisations.
- Experience of using Tessitura databases or other CRM databases.
- Excellent negotiation and persuasion skills.
- A resourceful thinker with initiative and flexibility.
- Excellent networking skills and the ability to nurture contacts.
- Knowledge of sector-wide opportunities and challenges.
- Interest in all aspects of fundraising including events and donor relations.
- Motivated by the artistic mission of the Young Vic.