

Job Description

Job Title: Senior Corporate Partnerships Manager

Department: Development

Grade: F

Location: Barbican Centre

Responsible to: Head of Corporate Partnerships

Responsible for: N/A

Purpose of Post

The Development Department is responsible for securing revenue from a variety of sources including donations, grants, patronage, sponsorship and corporate memberships. This is used to support an inspiring programme of artistic events, learning activities and community work.

The department works closely with internal teams, partner organisations, the Board and the Barbican Centre Trustees to maximise income and support for our arts and learning programmes and well as the one in a generation Barbican Renewal capital campaign that will begin in 2025 .

The Corporate Partnerships Team raise money from Corporate Membership and large-scale Corporate Partnerships from a growing range of supporters, from global brands to City-based firms, and the media and technology sector on our doorstep. From exciting exhibition and event partnerships with brands such as Vestiaire Collective and Campari, to learning and youth partnerships with brands such as Sotheby's.

As one of the senior fundraisers of the Barbican's Development department, this role of Senior Corporate Partnerships Manager (Business Development) is tasked with leading on business development within the team to secure significant , innovative partnerships that deliver on the Barbican's Corporate Partnership Strategy. You will lead on actively identifying, cultivating, prospects, and managing your own pipeline, as well as overseeing that of the wider Corporate Partnerships Team. You will work with colleagues across the Centre to identify and develop new partnership propositions, how we pitch these, any relevant proposals, and finally negotiating final terms with prospective partners.

You will work with the Head of Corporate Partnerships on strategy, planning and financial management of the team, deputise for them, and coach and direct the Corporate Development Manager and Corporate Development Officer in business development approaches.

Main Duties & Responsibilities

1) Strategy Development

- Working with the Head of Corporate Partnerships, lead on the creation and delivery of the Business Development Strategy, part of the wider Corporate Partnerships Strategy, securing significant income from new partnerships growing to c. £1m each year
- Working closely with the Head of Corporate Partnerships and Director of Development to agree priority projects

- Through direct engagement with colleagues across the Barbican's arts and learning programme analyse, identify and develop high value partnership opportunities that will be most attractive to Corporate Partners.
- Work strategically and creatively with internal teams such as the Commercial and Business Events teams to identify and maximise new partnership opportunities to generate income Collaborate with senior managers in Marketing, Communications and other departments to develop compelling proposals and partnership strategies that contribute to the advancement of the Barbican's profile and brand.

2) Strategy Implementation

- Work closely with the Head of Corporate Partnerships to secure new high value corporate partnerships for the Barbican, representing a significant proportion of the Corporate Partnerships team's annual income target c. £1m (and occasionally in-kind donations) while working within an agreed expenditure budget
- Work closely with the Head of Corporate Partnerships and Director of Development to forecast financial targets
- Oversee healthy pipeline of prospects across the team and actively maintain your own pipeline by proactively identifying segmenting and prioritising prospects ensuring they are stewarded through the different stages of the pipeline
- Personally approach and cultivate prospective funders with the appropriate level of involvement of Trustees, the Head of Corporate Partnerships, senior leadership and colleagues across the Barbican
- Create compelling partnership proposals that communicate the benefits of the corporate partnership effectively and persuasively through meetings, presentations and written documents to secure new income
- Create detailed partnership budgets for proposals enabling the Barbican to plan effectively
- Maintain accurate records and ensure the best use of the database, recording interactions and income accurately
- Negotiate partnership packages, ensuring the needs of the Barbican and the partner are effectively balanced
- Supervise and coach the Corporate Partnerships Manager and Corporate Partnerships Officer in their business development approaches and the growth and management of their pipelines, allocating research and signing off on proposals that they create
- Collaborate with other Senior Development Managers in prospect strategy development to maximise the value of each prospect across income streams
- Attend networking and cultivation events at the Barbican and elsewhere as required
- Represent the Barbican Development Department appropriately, internally and externally. This includes making both verbal and written progress reports and giving presentations to Trustees, the Barbican's management team as well as senior level stakeholders within external companies
- Design and work with the wider team on the strategy for cultivation and other supporter events, supervising the work of the Corporate Development Assistant, or other event manager, as assigned.

3) Management Responsibilities

- Deputise for the Head of Corporate Partnerships as required
- Work across the Barbican to influence change and promote the work of the Development Department

- Manage and/or work with the Corporate Development Manager and Corporate Partnerships Officer to direct and support their Business Development activities, to ensure departmental standards and best practice are followed, and agreed fundraising targets are met
- Support the Corporate Development Manager during the renewal process for existing partnerships
- Take an active role in the Development team by contributing to wider departmental plans as appropriate. Act as a supportive peer and occasional mentor to other fundraisers on different funding streams, acting as a critical friend, fostering a reflective approach to fundraising practice
- Maintain and up-to-date awareness of developments in the fundraising profession, continually expanding a beneficial network through participation in relevant organisations, institutes and networking groups. Contribute actively to further the profile of the Barbican and share learning with internal colleagues
- Manage relevant corporate expenses and budget and monitor income reports to inform the strategy. Monitor closely the performance of the team, making decisions which are based on evidence gathered in terms of all resources allocated (time, budget, effort etc) and return on any investment. Ultimately ensure that fundraising efforts provide good value for money.

4) Best Practice Approach

- Actively seek to promote the Barbican brand, values and experience
- Take an active role in the department by contributing to wider team strategies and plans. Share information, and contribute to improvements in working practices
- Respect confidentiality, and ensure administrative processes and best practices in fundraising are consistently applied with regard to prospect and donor research and records, income agreements, recognition and stewardship
- Maintain an awareness of developments in fundraising best practice and related guidance and legislation, and ensure compliance with the Fundraising Regulator's Code of Practice, HMRC VAT, Data Protection Act; and contribute to and approve any changes to procedures and working practices, as appropriate

5) Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

6) Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

7) To undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification

Job Title: Senior Corporate Partnerships Manager

Department: Development

Grade: F

DBS Criterion: No DBS

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post.

Experience Required

1. Previous line management experience
2. Experience in creating, developing and implementing a business development strategy and consistently securing partnerships with a diverse range of six-figure partnerships, within an arts, culture, sponsorship, or charity environment
3. Extensive experience of managing and maintaining stakeholder relationships
4. Experience of presenting at boards
5. Budget Management experience
6. Experience of working independently on a portfolio of corporate partners and prospects, managing the cycle of giving from cold approach to renewal

Technical Skills & Knowledge

1. Outstanding persuasive presentation skills in writing and verbally appropriate to the business environment
2. Demonstrated knowledge and experience of negotiating contracts
3. Strong interpersonal skills with the ability to create strong relationships with people at all levels of an organisation, including the Chief Officer, Trustees and Board members, corporate partners
4. Highly organised and proactive, with the ability to simultaneously manage and oversee a variety of tasks
5. Demonstrable collaborative leadership skills, working with others to achieve results
6. High degree of computer literacy - Self-sufficient in Microsoft Office including Outlook, Word, Power Point and Excel; plus donor database experience and internet research for prospect research
7. Excellent written communications skills
8. Excellent oral communication skills
9. Customer service skills
10. Ability to accurately record data

Other Relevant Information

Desirable criteria

1. Experience creating and managing events
2. Ability to work flexibly and positively when managing a high workload
3. High level of numeracy with the ability to create complex budgets

4. Experience of designing and running cultivation or client entertainment events
5. Experience or knowledge of other funding sources (foundations, government programmes, individual giving, etc.)

Working hours

The Barbican Development Team currently have a blended model of 3 days working in the office and the remaining days remotely.

Our working hours range from 9am – 6pm, however usual department hours are 9.30am – 5.30pm.

All staff members can be required to work outside of these hours, hosting key corporate partners or prospects at selected events. The Corporate Partnerships Manager must be available to attend these events – usually mid-week evenings, and occasionally on the weekend. These events are generally planned well in advance.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £55,300 - £62,390 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 10:00 – 18:00, Monday to Friday, being 35 hours per week excluding lunch breaks, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Two months by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

barbican

We are London's
Creative Catalyst
for arts, curiosity
and enterprise



We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

We are the place to be in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally and internationally.

barbican.org.uk/values

