

JOB DESCRIPTION



Job Title	Senior Partnerships Manager	Duration	12 months
Division	Corporate Partnerships Team	Hours/FTE	FTE
Dept	Development	Salary	£48,000
Reports to	Head of Partnerships	Direct Reports	Partnerships Manager

Context

The V&A's Development Department has a vacancy for an experienced Senior Manager to join its award-winning Partnerships Team. The Partnerships Team works to maximise income for the V&A from businesses via brand partnerships, sponsorship and Corporate & Hotel Membership. The team are responsible for securing sponsorship for a wide-ranging and high-profile portfolio of V&A exhibitions, live events and public programming at V&A South Kensington, Young V&A, and new sites V&A East Storehouse and V&A East Museum.

Main Purpose of job

The Senior Partnerships Manager will provide leadership and supervision to team members and support the Head of Partnerships to secure high value partnerships (five and six figures) for the V&A's sites – V&A South Kensington, Young V&A, V&A East Storehouse and V&A East Museum. Responsibilities include identifying and cultivating prospects, preparing pitches and tailored sponsorship decks, leading meetings with prospective partners and liaising with internal stakeholders. The Senior Partnerships Manager is responsible for the account management and delivery of a portfolio of partnerships, ensuring activation opportunities are maximised and effective communication with colleagues across museum departments.

Key Responsibilities

NEW BUSINESS

Work with the Head of Partnerships to strategically identify sponsorship opportunities across the V&A's multi-site venues and ensure ambitious income targets are met. In particular identify new prospective partner companies with an interest in new sites at V&A East. Lead selling for a portfolio of projects to generate five to seven-figure partnerships, primarily focusing on the museum's high profile exhibition programme.

Initiate research to identify relevant prospects and make informed, well-targeted calls and written approaches. Create engaging and tailored presentations and demonstrate confidence presenting a broad range of projects to prospective partners. Ensure professional and consistent follow-up with all prospects, developing and maintaining relationships on a long-term basis to widen the V&A's network of partners.

Work with colleagues across the museum including the Curatorial, Exhibitions and Design departments to develop impactful partnership proposals in line with V&A brand guidelines, and where relevant tailored to prospective partners.

Lead the negotiation of key sponsorships from initial presentations to contract negotiation and signature. Ensuring all internal stakeholders are informed of relevant terms and monitor delivery throughout the contract term.

Act as team lead for the V&A East Project ensuring wider team members are aware of the latest project updates and partnership opportunities, attend relevant stakeholder meetings and maintain good relationships with colleagues working on V&A East projects.
Liaise with the Research, Philanthropy and Grants Teams to establish a strategic approach to individual prospects with corporate connections to maximise income generation opportunities for the Development Department.
Assist with preparations and attend V&A events as a senior representative of the team as required and take advantage of external networking opportunities to widen your network.
ACCOUNT MANAGEMENT Manage the delivery of sponsorship benefit packages for the V&A's highest value (five-seven figure) partnerships to the highest possible standards including anticipating and reacting to sponsor requirements, chairing regular sponsor meetings, acting as the key contact for external stakeholders. Ensure that additional mutually beneficial opportunities are identified and activated to the highest standard.
Establish specific and clear objectives with each sponsor and ensure these are communicated widely to members of the team and appropriate internal departments. Act as the key liaison for internal stakeholders and report to senior stakeholders as and when required. Represent the team at relevant internal project team meetings and working groups.
Support team members' with their respective sponsorship accounts, providing leadership and guidance to Partnership Managers to ensure a high standard of partnership delivery and all contract terms are met.
Produce detailed insight-led partnership evaluation reports for relevant partner accounts in a timely manner. Work with colleagues across the museum to collate information and evaluation and ensure this is presented in the agreed manner to sponsors as per contract terms.
LINE MANAGEMENT Providing line management and leadership to the Partnerships Manager giving support and clear guidance. Allocate and keep-track of tasks, carry out regular performance appraisals, set objectives, and encourage career development for members of the team. Play an important role in cultivating a collaborative team environment and support Managers and Assistant.
ADDITIONAL RESPONSIBILITIES Work closely and co-operatively with the rest of the Development team and with V&A departments including Exhibitions, Directorate, Communications, Events, Visitor Services, Learning and Finance; attending internal meetings and securing partnership buy-in across all departments.
Be prepared to create documents and give presentations for key partnerships both internally and for industry events.
Keep abreast of sponsorship and brand partnership trends and news and keep the team informed. Suggest new ways for sponsors to exploit V&A activities.
Keep updated records of all corporate prospects and approaches on Microsoft Dynamics CRM, including research, actions; partnership details and gifts.
Representing the Partnerships team and V&A Development department is a vital part of the job, attendance at appropriate events outside normal working hours is expected.
Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass at all times when on museum premises.
Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.
Carry out ad hoc duties as requested by appropriate managers within your department.

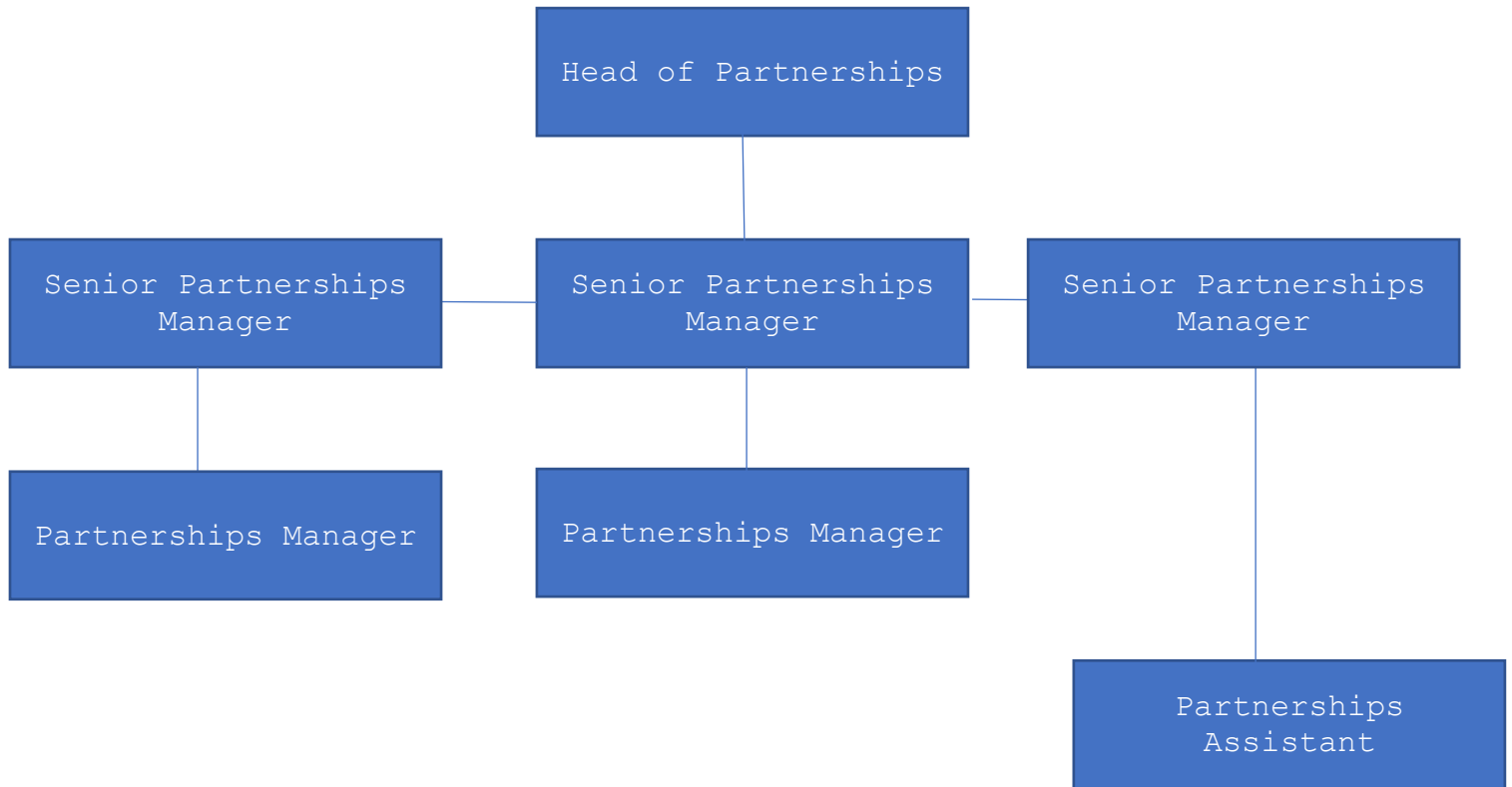
The above job description is intended to be an outline of the duties and responsibilities for this role. This is not

exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role

PERSON SPECIFICATION

Job Specific	Proven track record of sales and account management of sponsorships, including six-figure value accounts*
	Demonstrable experience of working in a new-business role within the creative sector*
	Knowledge of the arts sponsorship sector.
	Thorough understanding of best practice in prospect research, cultivation, solicitation and stewardship.
Core Skills	Line management experience
	Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties
	Experience of using MS Office and other relevant IT systems to an intermediate / advanced level
	Significant experience of managing and prioritising a high workload and multiple complex issues and tasks in a changing environment with tight deadlines
Behaviours	<p>Respects others' expertise, time, perspectives and contribution.</p> <p>Takes responsibility for delivering on actions, achieving high-standards and learning from mistakes</p> <p>Open to change, new ideas and suggestions; looks for opportunities for improvement and self-development</p> <p>Works with others outside their own department in a collaborative, understanding, and, engaging way.</p> <p>Actively leads and manages others, taking ownership of corporate decisions and role models positive behaviours.</p>

Position in the team



Hours: Net working hours (i.e. excluding meal breaks) are 36 per week.

Normal working hours are 9.15am-5.30pm Monday to Thursday and 9.15am-5.15pm Fridays.