



**Post:** Corporate Partnerships Officer, New Business  
**Reference:** TG2332  
**Band:** 4L  
**Department:** Development  
**Contract:** Permanent  
**Hours:** Full time  
**Reporting to:** Corporate Partnerships Manager, New Business  
**Location:** Millbank, London

## **Background**

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain, and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16<sup>th</sup> century to the present day, and international modern art from 1900 to the present day.

The Tate Development Office was founded in 1990 and is one of the most established and successful fundraising teams in the UK. It continues to expand to meet the growing needs of our four galleries and their respective programmes. The Development Office is responsible for all public and private fundraising at Tate, implementing strategies to raise support for all projects, including growing the collection, funding capital projects and supporting the core programme.

The Corporate Partnerships team is responsible for the acquisition and management of creative and multi-strand corporate partnerships across both Tate Modern and Tate Britain, with high financial value. The team works closely with other departments across all areas of Tate to ensure interesting, cutting edge and competitive opportunities are created and delivered for corporate clients. Support from this sector encompasses exhibition and project sponsorships, marketing-led sponsorships, strategic multi-year partnerships and support of Tate's learning programme.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk)

## **Purpose of the Job**

To work closely with the Corporate Partnerships Manager for new business and the Corporate Partnerships team to proactively identify, research and cultivate potential corporate prospects, supporting the creation of partnership proposals for new and existing sponsors and ultimately helping to secure corporate partnerships for Tate.

## **Main Activities/Responsibilities**

- Identify and research a portfolio of potential corporate partnership prospects for Tate Modern and Tate Britain, with ongoing tracking activities for key prospects
- Assist with the development and active management of corporate prospects, including attending new business meetings with the Corporate Partnerships Manager and networking at cultivation events
- Work closely with the Corporate Partnerships Manager and other departments within Tate to gather ideas and information to support the creation of new and innovative partnership opportunities, including marketing, media, retail, curatorial and learning
- Assist the team in creating compelling proposals for new prospects and for renewals of current partnerships
- Conduct detailed research into potential corporate partners as part of our Due Diligence process, ensuring that all Tate's corporate relationships are ethically approved
- Support the overall development of the new business strategy
- Provide new business research support for colleagues from Tate Liverpool and Tate St Ives
- Take the lead on new business approaches for particular areas or projects as required
- Keep information on the database up to date so colleagues have access to relevant and timely data
- Carry out any other duties as commensurate with the post

## **Person Specification**

### **Essential**

- Understanding of the benefits of commercial sponsorships for Tate and the partner organisation
- Relevant experience of prospect research gained within a fundraising, marketing or sales environment
- Initiative and resourcefulness in identifying research sources to gather data and knowledge, to provide accurate high quality information in a timely manner
- A highly motivated team player with demonstrable ability to build successful working relationships
- Strong communication and presentation skills with the confidence to communicate effectively with a wide variety of people, including senior corporate and internal contacts
- A creative thinker with a collaborative approach to finding solutions
- Excellent writing skills with experience of collating and presenting information in report and proposal formats
- High degree of computer literacy, especially knowledge of Windows based applications, ability to use Word, Excel, PowerPoint, Outlook and Internet applications
- Excellent organisational, administrative and data management skills with the ability to work proactively and flexibly

- Ability to attend early morning and late evening events as required
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- An interest in and commitment to the work of Tate

### **Desirable**

- Experience of using the Raiser's Edge or similar fundraising database to record and report information
- Interest in the visual arts

## **Summary of Terms and Conditions of Employment**

### **Type of Contract**

This appointment is offered on a permanent contract.

### **Working Hours**

This post is offered on a full-time contract working 36 hours per week – Monday to Friday. Some out of hours working might be required to attend morning and evenings events.

### **Salary**

This post is graded on Band 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £25,774 per annum per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

### **Annual Leave and Public Holidays**

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

### **Pension Benefits**

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your

employer we meet the rest of the cost of the scheme. Further information about this can be found at [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)

- **partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

### **Other Discretionary Benefits**

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

### **Safer Recruitment**

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

## Diversity and Inclusion

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

## How to apply

Our opportunities are open for you to apply online. Please visit: [www.tate.org.uk/about/workingattate/](http://www.tate.org.uk/about/workingattate/) to create an account by registering your details or, if you are an existing user, log into your account. For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **14 May 2019 by midnight**.  
**Interview date will be 23 May 2019.**

*Our jobs are like our galleries, open to all*

