



**Post:** Corporate Partnerships Account Manager  
**Reference:** TG2483  
**Band:** 3L  
**Department:** Development  
**Contract:** Temporary  
**Hours:** Full-time  
**Reporting to:** Head of Corporate Partnerships  
**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 16th century to the present day, and international modern art from 1900 to the present day.

Tate's Development department, founded in 1990, is counted among the most successful fundraising teams in the UK, not only within the arts sector but across the not-for-profit spectrum. The department has expanded over the years to meet growing gallery needs and is responsible for implementing strategies to raise significant levels of support for a variety of revenue and capital projects from corporate partnerships, events and memberships, trusts and foundations, the public sector and individual donors.

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 innovative, cutting edge and competitive opportunities are created and delivered for corporate clients. This support includes but is not limited to: 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 proactively and effectively manage a portfolio of Tate's Corporate Partners, to ensure exceptional relationship management, comprehensive integration and strategic direction for both, Tate and portfolio of corporate partners.

## **Main Activities/Responsibilities**

### **Account management of high value partnerships:**

- Lead on the complex account management of a portfolio of Corporate Partners whose calculated support to Tate equates to 1.5 to 2.5 million GBP per year; approximately 4-6 clients
- Accountable for long term strategy and stewardship for each Corporate Partnership
- Accountable for the efficient and complete delivery of the Corporate Partnership in consultation with, Curatorial, Marketing, Press and Digital, with guidance and support from the Head of Corporate Partnerships
- Manage the financial allocations and oversee the invoicing procedures for each Corporate Partnership
- Work with the Corporate Partnerships Administrator and Corporate Partnerships Account Officers to deliver the benefits and activations for Corporate Partners within Tate and at corporate partner's offices within London, the regions and internationally, including working with Curatorial, Marketing, Press, Digital, Corporate Memberships & Events, Tate Entertaining, Tate Eats, Tate Commerce, artist educators and Art Experts
- Ensure account activity is recorded, monitored and followed up using Tate's relationship databases

### **Senior level and collaborative working:**

- Manage relationships and strategically steward internal and external senior level stakeholders including Tate Directors and CEOs/Senior Directors
- Work across Tate to influence change and achieve objectives for portfolio of corporate partners
- Oversee the internal project management of the Corporate Partnership, including participating in steering group meetings; managing partnership delivery; working closely with Marketing and Press; and writing internal communications for all relevant departments. This includes drafting correspondence at director level; writing briefing notes for Directors, Curators and others
- Represent the Corporate Partnerships Team and the interests of our Corporate Partners at internal meetings
- Represent Tate, championing its brand and reputation, at external meetings
- Instigate and manage high level client presentations, strategy and introductory meetings, client site visits, partnership renewal meetings and promotional and cultivation events
- Exceptional upward management of senior Tate teams to ensure smooth delivery of Corporate Partner's benefit delivery

### **Prospect cultivation and negotiation:**

- Successfully manage and develop relationships with all clients within portfolio to ensure the Corporate Partners remain fully engaged with and committed to Tate on a long-term basis
- Identify Corporate Partners within a portfolio with the capacity to be repeat funders and devise and implement a strategic approach to secure their future business

- Strategically lead on portfolio expansions and renewal negotiations for clients to meet the ambitious annual target of the Corporate Partnerships team of in excess of 5 million GBP
- With support from the Head of Corporate Partnerships and in alignment with senior Tate stakeholders where possible achieve renewal within 24 months
- Support the activity of the Corporate Partnerships Manager, New Business in cultivating new prospects by participating in group brainstorming and supplying independent creative thoughts for new partnership opportunities
- Take on conclusion of strategic negotiations with Corporate Partnerships Manager, New Business to finalise new Corporate Partnerships to add to your portfolio
- Negotiate and liaise on bespoke and complex partnership agreements and grants, in addition to navigating global corporate support mechanisms – working with both Tate's Legal and Financial Team and the Corporate Partner's respective teams
- Work closely with the Head of Corporate Partnerships, the Head of Corporate Development and Director of Development to identify and harness opportunities where broader support can be secured in line with Tate's vision

#### **Management Responsibilities:**

- Work with all the Corporate Partnership Account Officers to strategically deliver each corporate partnership including: print and signage approval, development of employee benefits, agreement of promotions, and delivery of event benefits, working with Curatorial, Marketing, Press, Digital, Corporate Membership and Events team and Tate Entertaining
- Manage Corporate Partnership Account Officers, provide support and proactively aid their career development
- Lead on internal projects supporting the wider strategy and success of the Corporate Partnership team
- Work closely with the Head of Corporate Partnerships in the training and motivation of the team at all levels to encourage continual professional development
- Contribute to the relationship management of the Corporate Development Team including the development of corporate partners as potential hospitality clients and Tate Entertaining clients
- Provide regular updates to the wider Tate, including the Development Department on partnership activations, priorities, significant moments

#### **Person Specification**

##### **Essential**

- Significant experience of account management and delivery at a significant level on an on-going basis, ideally within a marketing, PR, charity or arts environment and across different industries and cultural backgrounds
- Excellent organisational and project management skills, with the ability to manage a busy workload and meet agreed deadlines
- Proven ability to strategically plan, implement and evaluate programmes

- Proven ability to make things happen, create a vision to bring about change and influence the behaviour of others
- Proven track record of negotiating high-value cash and in-kind partnerships or experience in negotiation and sales in a fast paced and pressurised environment
- Experience working comfortably with the highest level of stakeholders both internally and externally
- High level of personal effectiveness, ability to prioritise and deliver quality work to deadlines
- Proven ability to apply judgment and discretion to complex situations
- Collaborative approach to team working, encouraging and supporting others' development and contribution
- Ability to work flexibly, positively and creatively to achieve demanding targets
- Collaborative approach to leadership, being aware of own strengths whilst acknowledging and encouraging the strengths of peers, often working through others to achieve results
- Outstanding written communication skills and attention to detail
- Experienced at demonstrating the impact of a partnership and communicating this effectively through both face-to-face presentation and written copy both internally and externally
- Excellent interpersonal and high-level, engaging communication style
- High degree of computer literacy – knowledge of Windows-based applications, Outlook, and Internet applications including experience of using a relationship or sales database
- Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to encourage an inclusive, respectful culture within a team both internally and externally
- An interest in and commitment to the work of Tate

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

### **Type of Contract**

This appointment is offered on a temporary basis of up to 12 months to cover the maternity leave of the permanent post holder.

### **Working Hours**

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

### **Salary**

This post is graded on Band 3L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £33,106 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.

In addition, we offer paid time off for the 8 paid public holidays and 1 Tate day (on 24 December when the galleries are closed) on a pro rata basis according to the duration of the contract.

## **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 **Sunday 27 October 2019 by midnight.**

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

