



## Job description

Job title	Corporate Partnerships Business Development Officer
Department	Development
Contract	Permanent
Salary	£26,959 per annum
Hours	36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Corporate Partnerships Business Development Manager

## 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.

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

## About the role

To work closely with the Corporate Partnerships Business Development Manager and the Corporate Partnerships team to proactively identify, research and approach corporate partnership prospects. To lead the due diligence process for the Corporate Partnerships team, and co-ordinate and work with colleagues across the organisation to gather information, and support in the creation of proposals to secure new partnerships for Tate.

## About your team

The Tate Development office was founded in 1990 to raise funds from the private sector for revenue and capital projects at Tate. It has expanded over the years to meet growing gallery needs and is now one of the most successful arts fundraising teams in the UK. The majority of personnel are based in London with staff in St Ives and Liverpool as well as an independent charity that supports the work of Tate that is based in New York.

## Corporate Partnerships Team

We deliver multi-faceted and innovative partnerships in support of Tate's vital work. From supporting our exhibitions and collection, to research and learning programmes, to globally-reaching digital activations, we collaborate with colleagues across the organisation to deliver exciting projects.

This is an opportunity to fundraise for Tate's mission to make art accessible for all; to help drive Tate into the future, working with inspiring content and ground-breaking projects, in amazing spaces, and alongside a passionate team.

We strive for inclusive working practices and spaces that reflect the communities in which we're located, ensuring opportunities are accessible and all voices are heard to contribute to our future. In this team you will be encouraged to contribute your ideas, realise your potential, and enjoy the experience of working at Tate. We actively encourage applications from underrepresented groups to apply, in particular those from ethnic minorities and disabled candidates.

## **What you will do**

### **Research, Identify & Approach Prospects**

- Identify and research a portfolio of potential corporate partnership prospects for Tate Modern and Tate Britain, with ongoing tracking activities for key prospects
- Complete deep dive research into target sectors and industries to make recommendations on best corporations to approach.
- Conduct initial outreach to identified partnership prospects and respond to inbound enquiries.
- Update and maintain the database, managing internal progress reports, and keeping information on the database up to date so colleagues always have access to relevant and timely data.

### **Due Diligence & Ethics**

- Conduct detailed research into potential corporate partners as part of our due diligence process, ensuring that all Tate's corporate relationships are ethically approved.
- Lead the annual corporate due diligence report, co-ordinating with colleagues in the Corporate Partnerships team, Development Research team, and across the organisation.

### **Information gathering and coordination with colleagues across Tate**

- Work closely with the Corporate Partnerships Business Development Manager and other colleagues across Tate to gather ideas and information for new and innovative partnership opportunities. This will include working with colleagues in Curatorial, Learning, Marketing, and Retail.
- Attending planning meetings to represent the interests of current and prospective corporate partners to ensure they have opportunity to utilise their benefit opportunities on site.

### **Support the Corporate Partnerships Business Development Manager**

- Support the Corporate Partnerships Business Development Manager in the development of the Corporate Partnerships new business strategy, to secure funding for Tate and derive income through new partnerships.

- Assist in creating compelling proposals and with the development and active management of new prospects, including attendance at new business meetings with the Corporate Partnerships Business Development Manager
- Carry out any other duties as commensurate with the post such as attending networking and cultivation events.

## **What you will bring to the team**

There is no singular route into our team, nor is there a singular type of person we are looking to join us. We are a team of passionate, committed individuals, who thrive on collaboration and communication, looking for a team-member who can bring new skills, experience and insights to our ways of working. We'd like you to bring the following attributes to the role:

- Relevant experience of prospect research gained within a fundraising, marketing or sales environment.
- Understanding of the benefits of commercial sponsorships for Tate and the partner organisation.
- Strong communication and presentation skills, both written and verbal
- Experience of using Customer Relationship Management (CRM) databases to record and manage supporter data and the ability to ensure best use of CRM systems within your teams.
- Demonstrable ability to analyse and research information, providing accurate, clear and high quality information in a timely manner.
- Experience of collating and presenting information for proposals and pitches.
- Excellent interpersonal skills with the ability to work collaboratively with a range of colleagues and build relationships at all levels.
- High degree of computer literacy, especially knowledge of Windows based applications, ability to use Word, Excel, PowerPoint, Outlook and Internet applications.
- Highly organised and motivated with good attention to detail.
- Excellent time management and prioritisation skills and ability to manage competing demands to deliver work to deadline.
- Ability to work both on own initiative proactively and as part of a team.
- A creative thinker with a collaborative approach to finding solutions.
- Experience working successfully within a busy environment.
- Interest in the visual arts and commitment to the work of Tate.
- Awareness of and commitment to the principles of diversity and inclusion.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.

## **Tate for all**

### **Diversity and Inclusion**

Our jobs are like our galleries, open to all.

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](#).

### **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 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.

## 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 **29 June 2022 by midnight**. Interviews are scheduled to be held week commencing 4 July.

