



## **Job description**

<b>Job title</b>	Corporate Partnerships Account Manager
<b>Department</b>	Development
<b>Contract</b>	1 x Fixed term contract until August 2025 1 x Fixed term contract until June 2029
<b>Salary</b>	£37,567 per annum
<b>Hours</b>	Full-time, 36 hours per week
<b>Location</b>	Tate Britain, Millbank, London
<b>Reporting to</b>	Senior Corporate Partnerships Account Manager
<b>Responsible for</b>	Corporate Partnerships Account Officer

## **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 the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

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

## **About the role**

To work as part of an Account Team to proactively and effectively account manage a portfolio of Tate's Corporate Partnerships, ensuring strategic growth, comprehensive integration throughout Tate and exceptional delivery across all partnership elements.

## 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.

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 (Main Duties and Responsibilities)

Account management of partnerships:

- Lead on the complex account management of a portfolio of Corporate Partners whose cumulative 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 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, Tate Events & Corporate Membership, Tate Eats, Tate Commerce, artist educators and Art Experts
- Ensure account activity is recorded, monitored and followed up using Tate's relationship databases
- Attend out of hours events as required, supporting the wider Development Team on event programme delivery

#### 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 Tate as a whole
- 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 your portfolio with the capacity to be repeat funders and devise and implement a strategic approach to secure their future business
- Strategically lead on partnership expansions and renewal negotiations for clients within portfolio, driving renewal within 24 months with support from the Head of Corporate Partnerships, in alignment with senior Tate stakeholders
- Support the activity of the Corporate Partnerships Manager, New Business in cultivating new prospects by participating in group brainstorm 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, 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
- 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 Partnerships Team including the development of corporate partners as potential hospitality clients and Tate Entertaining clients
- Provide regular updates to wider Tate, including the Development Department on partnership activations, priorities, significant moments

## **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:

- 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
- High level of personal gravitas when working with key stakeholders
- 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
- Excellent interpersonal skills and high-level, engaging communication style
- High degree of computer literacy – knowledge of Windows-based applications, Outlook, and Internet applications
- 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.
- Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to encourage an inclusive, respectful culture within a team
- An interest in and commitment to the work of Tate

## 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](#).

### Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

### Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- 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.

- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

## 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.

## 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 12 May 2024 by midnight. Interviews will be held in May 2024.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

