



CORPORATE DEVELOPMENT MANAGER

Application Pack

October 2018

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Dear Applicant,

Thank you for your interest in the post of Corporate Development Manager at Cambridge Arts Theatre.

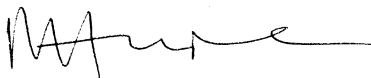
If you would like to apply for this position, please e-mail a CV, detailing your full employment history, academic and professional qualifications, current salary and a covering letter of **no more than 500 words** that outlines your suitability for the role to: nhupe@cambridgeartstheatre.com

The deadline for all applications is **Wednesday 24 October, 12 noon**.

First round interviews will be held w/c 5 November and those shortlisted may be invited to a second interview the following week.

I look forward to receiving your application and thank you for your interest in the work of Cambridge Arts Theatre.

Yours sincerely,



Nicky Hupe
Head of Development

E: nhupe@cambridgeartstheatre.com

T: 01223 578946

CAMBRIDGE ARTS THEATRE

JOB DESCRIPTION

JOB TITLE: Corporate Development Manager
RESPONSIBLE TO: Head of Development

Cambridge Arts Theatre

Cambridge Arts Theatre is an independent theatrical charity. We're here to inspire and nurture a lifelong love of the performing arts and to secure the future of our Theatre for the next generation of theatregoers.

Purpose of role

The Development Department raises fundraised income from individuals, businesses and grant making bodies to support the work of Cambridge Arts Theatre.

The Corporate Development Manager will engage and grow corporate partnerships building on a successful track record of corporate membership and sponsorship over the last few years. You will be responsible for developing a new pipeline of prospects, working with the Head of Development and Corporate Advisory Board to identify, cultivate, win and steward new business and account manage existing Corporate Partners. You will be responsible for achieving the annual revenue income target for the Theatre from corporates.

KEY RESPONSIBILITIES:

New Business Development

- Lead on a plan to attract new business from the corporate sector
- Research and build new relationships with the corporate sector, growing the prospect pool for corporate membership and sponsorship
- Work with the Corporate Advisory Board, partners and networking organisations to gain new prospect leads
- Plan and deliver cultivation events and activity aimed at the corporate sector

Corporate Membership

- Recruit and retain Corporate Partners aiming to exceed annual recruitment and retention targets
- Deliver pitches and manage approaches to potential partners either directly or with support of the Head of Development, Chief Executive or members of the Corporate Board
- Manage the delivery of services and benefits to current Corporate Partners with high attention to detail, e.g. ticket bookings, tours and marketing activities
- Manage and deliver Corporate Partners' client and staff events
- Develop a detailed stewardship programme for each Corporate Partner to ensure the highest possible levels of engagement
- Manage the renewal process exploring opportunities to up-sell
- Write evaluation reports in accordance with agreed benefit delivery schedules and timescales

Sponsorship

- Deliver an outstanding service and maintain a long-term relationship with the Theatre's current Panto sponsor
- Identify other opportunities internally about productions and projects suitable for corporate engagement and create sponsorship proposals
- Produce clear and compelling business cases for company engagement through sponsorship at Cambridge Arts Theatre
- Encourage Corporate Partners to further increase their commitment through upgrading their support to include sponsorship of productions and projects

Account Management

- Develop and maintain good relations with decision makers, bookers and administrators from our Corporate Partner companies
- Work with the Development team and other key Theatre staff to deliver high quality account management for all existing members, ensuring all benefits are appropriately delivered and a high level of customer service is maintained
- Ensure that all corporate invoices are sent out promptly and payment is received on schedule
- Ensure that corporate acknowledgement and information in the Theatre's brochures, programmes and website is up to date and accurate

Hospitality and Events

- Manage and deliver an agreed programme of internal and Corporate Partner events to a high standard
- Prepare briefings on corporate events as required for any senior management/trustees attending
- Work with outside caterers, and event equipment providers and other external organisations as required

Other Activities

- Maintain excellent records relating to Corporate Partnerships and prospects on our CRM database (Tessitura)
- Maintain accurate financial records relating to corporate income
- Prepare information for internal reports, including board reports as required
- Assist with other project-based and event fundraising as required
- Maintain a good knowledge of developments in the arts sector, business sector, Cambridge region and other fundraising initiatives relevant to the work of the Arts Theatre
- Deputise for other members of the department as required
- Undertake any additional activities requested by the Head of Development

PERSON SPECIFICATION

ESSENTIAL

- Have a demonstrable track record in fundraising with preferably a track record in securing funds from corporates
- Proactive, with the ability to think and plan strategically
- Personable, with the ability to communicate with others in meetings, at events and on the phone
- Excellent negotiation and persuasion skills
- Excellent networking skills and the ability to nurture contacts
- Ability to manage multiple priorities and deadlines
- Knowledge of sector-wide opportunities and challenges
- Interest in all aspects of fundraising including events and donor relations
- Ability to connect, collaborate and work in partnership with others in a Development team, within the wider organisation and with external partners
- Committed, energetic and motivated team player
- Interest in and commitment to the work of Cambridge Arts Theatre, combined with a strong interest in theatre and/or the arts in general

DESIRABLE

- Working knowledge of Tessitura CRM database
- Experience of capital fundraising or of public campaigning to raise funds for arts-based projects

The following generic responsibilities apply to all Cambridge Arts Theatre staff:

- Participate actively in the life of the Theatre
- Regularly attend Arts Theatre productions including press nights and other special events
- Attend meetings and events as required
- Assist other departments as required
- Work on other projects and activities as required and play an active role in achieving the aims and targets of the organisation
- Carry out administrative work generated by the above activities
- Have a flexible approach to working hours
- Maintain a clean and tidy working environment
- Be presentable, well-organised and have good timekeeping
- Comply with Cambridge Arts Theatre's Equal Opportunities, Health and Safety and other policies at all times

The list of responsibilities is not exhaustive, and the employee may be required to perform duties outside of this list as operationally required and at the direction of the Line Manager.

Cambridge Arts Theatre is an equal opportunities employer welcoming applications from all sections of the community.

TERMS AND CONDITIONS:

- Salary:** Up to £30,000 depending on experience, pro rata.
- Hours of Work:** Full time and part time applications will be considered.
Based on a 40-hour full-time week. Regular evening and occasional weekend work required.
There is no paid overtime and no formal time off in lieu system.
- Holiday entitlement:** 20 days for full time staff
- Probationary Period:** 3 months
- Notice Period:** Following the completion of a successful probationary period, the notice period is 1 month
- Pension:** The employer offers an auto-enrolment pension with Standard Life.

Closing date for applications: Wednesday 24 October, 12noon

First Round Interviews: w/c 5 November

Appointment subject to references.