

Job Summary

Corporate Partnerships Manager

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| Responsible to: | Director of Development |
| Salary: | £38,500 pro rata (0.8 FTE - £30,800) |
| Contract: | Permanent part time 4 days per week – hours can be spread across the week |
| Hours: | This position involves working flexible hours as necessary to fulfil the duties of the post. The minimum hours are 28 per week. Normal office hours are 10am – 6pm Monday to Friday. We expect two core days in the office. Evening and weekend work sometimes required. |
| Holiday: | 25 days per annum pro rata, rising by one day per full financial year served to a maximum of 30 days. |
| Probation Period: | Three months |
| Notice Period: | One month during probation, three months thereafter |
| Benefits include: | Contributory Pension Scheme; Season Ticket Loan Scheme, Training and development opportunities |

Development Department

The purpose of the YV Development Department is to build sustainable relationships with a range of stakeholders in order to achieve the fundraising targets set by the Young Vic Board. We manage and develop relationships with public and private funders, sponsors and individuals who want to connect with the YV ethos and the great work we make. Current total targets are £1.5m per year.

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About the Young Vic

The Young Vic has always been more than a theatre – bigger than a building; it's a set of values that uphold the conviction that theatre is an indispensable part of civic life. Whether on our stages at our home on The Cut, touring to schools and community centers across South London, premiering a play in the West End or on Broadway, streaming our work across the country and around the world – we are actively working to be a theatre for everyone.

Our Anti-Racism Commitment

Our leadership team and staff share a joint commitment to prioritising the wellbeing of Black and Global Majority people at the Young Vic. We are working together to create a culture of care for all, but especially those with lived experience of racism, and we commit to holding each other accountable for building and maintaining this culture. We believe that making the Young Vic an anti-racist organisation makes the culture better for everyone.

The Language We Use and Why

We believe that language is important and empowering. Where possible we are specific as possible with our language, and avoid defaulting to umbrella terms or making assumptions about people's identity or experience. When we can't be specific, we say 'Black and Global Majority' instead of phrases like 'Person of Colour' and 'BAME'. This is because the term 'Black and Global Majority' does not centre whiteness, and is also factually true - over 80% of the world's population make up the Global Majority.

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Our Values at the Young Vic

We are committed to creating an inclusive environment where everyone is treated with fairness, dignity, respect and importance, and shows respect for themselves, others and our community regardless of seniority or area of work. Our values are as follows:

We believe theatre is at its best when everyone participates. We begin by asking, who isn't here that should be? Then we make certain they are. At the Young Vic, everyone belongs, everyone is welcome.

- **We are driven by relentless curiosity and debate.** We believe in the power of stories to help us see the world in new ways. We believe in being a forum for discussion and opposing views, in the possibility of fostering understanding and shifting perspectives.
- **We believe in pioneering and leading into the unknown.** We innovate in how we make work and how we share it. We push against the status quo to challenge whose voices are celebrated, and whose stories are told.
- **We are led by the creativity of our people and the limitless possibility of imagination.** We believe in pushing limits and reimagining what's possible. We make space for the unexpected, and we move quickly to make the most of opportunity. We collaborate: working together to achieve shared goals. We believe our organisation is made stronger by including varied and unique perspectives and talents in every aspect of our work. We are committed to reflecting the great diversity of our city onstage and off.
- **We prioritise kindness, we lead with heart, with care, and with the wellbeing of our people** - our staff, participants, volunteers, theatre makers, civic leaders, advocates, supporters, and audience members.
- **We are committed to openness rooted in trust.** We believe in being held to account - apologising when we've not upheld our values or when we've caused hurt or confusion, and learning from our mistakes.

Job Description

The **Corporate Partnerships Manager** will develop and shape an ambitious strategy for securing the YV's corporate fundraising, including revenue cash targets and in-kind support, in close collaboration with the Development Director and the wider Development Team.

Their key responsibility is to achieve the Young Vic's revenue corporate partnerships targets, securing five and six figure sponsors for our work.

They will take a proactive response to managing pre-existing relationships with our current corporate supporters, as well as growing our funding portfolio for the future.

Vision & Strategy

- Support the Development Director by feeding into the broader YV Fundraising Strategy, achieving total fundraising targets of c. £1.5 million
- Develop and shape our ambitious corporate partnerships strategy with the Development Director
- Responsible for delivering YV fundraising targets around corporate fundraising.

Management Responsibilities

- Support the Development Director with the Development Board, attending occasional meetings when deemed necessary
- Support the Development Director by providing accurate projections, reporting and data with recommendations for the main YV Board.

Finance

- Work closely with the Development Director and Finance team on managing the income targets around corporate support
- Accurately project and manage corporate event expenditure, with the support of the Development & Events Coordinator
- Negotiate and create contracts with our corporate supporters, including managing payment releases and invoicing
- Support the Development Director and Finance Team with the year-end and annual audited accounts process.

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Corporate Partnerships at the YV

- Work with the Development Director and other internal stakeholders to develop the offer and storytelling around corporate support at the Young Vic
- Generate and cultivate a clear cross sector pipeline of new business prospects and leads, in collaboration with the Development Director and Board/s
- Collaborate cross-departmentally to identify and develop fundable projects and opportunities, and promote corporate support internally
- Make approaches/pitches and cultivate new business relationships including facilitating visits and event invitations
- Account manage all YV's current corporate supporters (members and sponsors), ensuring the highest standards of stewardship and cultivation, including regular communication around productions and opportunities
- Manage the reporting process to corporate supporters (written, verbal, meetings); in collaboration with colleagues across all departments, including tracking benefits usage
- Work closely with the YV Marketing Team around proper acknowledgements/crediting for current corporate supporters
- Manage and oversee delivery of the Young Vic High Performance Workshop offer, liaising with corporate clients, workshops facilitators and venues, with the support of the Development & Events Coordinator. Including, taking briefs and designing new content, preparing T&Cs, managing budgets.
- In collaboration with the Development & Events Coordinator: lead on the delivery of bespoke corporate hospitality and all corporate cultivation events, including logistics, budgets and delivery, including securing and managing corporate ticket holds
- Support the Development Director and team in the creation and management of occasional/ad hoc fundraising galas or special development events
- Arrange and attend events where there is shared responsibility for donors, including all Press Nights.
- Identify opportunities for cross-cultivation, particularly with individuals and trusts.

Insights and data analysis

- Regular use of Tessitura/Spektrix and shared folders for accurate record keeping and to regularly record income for the Finance Team.

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Best Practice

- Embody the YV ethos & values, including adherence to our policies such as Ethical Giving, Health & Safety, Safeguarding, and Equality, Diversity & Inclusion
- Follow the Code of Fundraising Practice and guidance from the Fundraising Regulator
- Respect confidentiality and follow best practice around data, including adherence to the Data Protection Act 2018 (GDPR)
- Keep up to date with best practice in the field, through research and peer networks.

Person Specification

Essential

- Enthusiasm for and connection to the work, ethos & values of the YV
- Demonstratable experience of cultivating, securing, delivering and stewarding corporate fundraising income, including securing five and six figure partnerships
- Ability to think ambitiously, strategically and creatively
- Ability to build relationships both internally and externally
- Excellent communication skills
- Excellent team working skills and a collaborative mindset
- Outstanding copywriting and editorial skills
- Understanding of budget creation and excellent numerical skills
- Experience of working with Tessitura, Spektrix, or another CRM system
- Excellent record keeping and organisational skills
- Ability to work on own initiative and prioritise workload
- Meticulous attention to detail
- Strong IT skills, including Microsoft Word and Excel
- Flexibility to work occasional evenings and weekends