



Corporate Partnerships Manager

Job description and person specification

Summary

Opera Holland Park is an opera company with a unique voice. Based in Kensington, we present an annual festival of fully staged productions in a setting that combines the best aspects of urban and country house opera under one roof. All year round we present performances, discussions and cultural events in partnership with local venues, unlocking the world of opera. Through accessible pricing, education and outreach programmes and family events we bring critically acclaimed work to the widest possible audience.

We believe that everyone should have access to the finest live musical and theatrical experiences, regardless of age, income or education. As an independent charity our mission is to break down the traditional barriers to experiencing opera, and to present this four hundred year-old art form as an open, living and breathing entity, to everyone in our local community and beyond. We pride ourselves on a uniquely welcoming atmosphere, on adventurous artistic planning, on a tradition of presenting unusual works, and on our history of nurturing and developing the talents of singers, directors, conductors, designers and technicians.

Our key aims

- To deliver a dynamic summer season of operas and year-round cultural events
- To build on our reputation as London's most welcoming opera company
- To stimulate and support a love for opera through our Inspire education and outreach programme
- To identify and develop emerging talent
- To maintain accessible pricing for all members of the community through development, fundraising, and individual and commercial sponsorship

Corporate Partnerships Manager

Reports to: Head of Communications & Development

Main objectives: The Corporate Partnerships Manager is responsible for securing new support from companies and servicing and maintaining the company's existing major corporate partners through a diverse range of high-impact corporate hospitality, sponsorship and events.

Strategy

Participate fully in the implementation of the strategic plan set out by the Head of Communications & Development. Plan and implement a new business strategy reaching new corporate supporters and increasing the income generated by companies through corporate hospitality, corporate membership, sponsorship and gifts in kind

New Business

Identify, research and prioritise potential corporate prospects for Opera Holland Park

Make informed, well-targeted cold calls, written approaches and face to face presentations to agreed companies

Ensure professional and consistent follow-up with all prospects, widening Opera Holland Park's corporate network.

Support the negotiation of key sponsorships from proposal writing to contract signature

Establish specific and clear objectives with each sponsor and ensure these are communicated to members of the team and appropriate internal departments

Work with the Trustees and Campaign Board to access their influential networks and lever further support from companies

Work with colleagues across the Development team to identify potential cross-over between companies, charitable trusts and individual donors, and determine the most suitable approach

Working with colleagues to plan, manage and attend cultivation events ensuring a thorough follow-up process is completed post each cultivation

Keep up to date with giving trends, competitor research and CSR policies

Seek out in-kind sponsorship to offset direct expenditure

Support any galas or events through seeking required sponsorship and in-kind sponsorship

Taking the lead in securing gifts from businesses at a major level, by submitting persuasive proposals for both core revenue and specific projects, in order to achieve corporate targets

Attend Opera Holland Park events (concerts, training sessions, education workshops, fundraisers etc) to steward and/or cultivate relationships with current and potential donors

Corporate Members & Sponsors

Be the main point of contact for all corporate supporters

Strengthen and retain relationships with funders by involving them in the company's artistic programme and identify opportunities to deepen their engagement with the company's work

Produce compelling and appropriate proposals for renewing corporate memberships, sponsorships and event bookings

Provide any updates, reports and other project information that sponsors or corporate supporters may require

Ensure that corporate branding guidelines are met in all accreditation, working closely with colleagues in Marketing on delivery

Ensure the delivery of all benefits to sponsors, corporate members and event bookers including events management, ticket booking administration and accreditation, working closely with colleagues on delivery

Finance

Agreeing annually with the Head of Communications & Development the targets for corporate income from membership, sponsorship, events & gifts in kind

Work with the Head of Finance to ensure all invoices for corporate events, membership and sponsorship are invoiced and paid

General

Maintain accurate financial records on corporates, giving and communications via the Tessitura fundraising database

Maintain an awareness of Opera Holland Park projects, working closely with the Development Team, General Director, Operations, Production, Inspire, Finance, and Marketing Departments

Representing Opera Holland Park at concerts and events in London and elsewhere, as required

Undertaking such other duties as may reasonably be required by the Company

Key relationships

General Director

Director of Opera

Events & Visitor Services Manager

Marketing & PR Manager

Box Office Supervisor

Development Officer

Person Specification

Essential	Desirable
Solid and demonstrable experience of working in an external relations and new-business role ideally within arts fundraising	Enthusiasm for and knowledge of opera
Proven track record of securing support from companies	Experience of using a membership database
Experience of account management and delivering excellent stewardship	
Experience of drawing up and negotiating contracts	
Outstanding interpersonal skills able to interact with all levels and work as a team player	
Ability to come up with creative and inventive ways to maximise income	
Excellent written and verbal communications skills	
Ability to multi task, prioritise and meet tight deadlines	
Strong organisational skills	

Hours

40 hours per week. Due to the nature of the role regular evening and weekend work will be required

Location

Central London (Kensington)

Salary & Benefits

£30,000 - £35,000 per annum (dependent on experience)
Holiday: 22 days, plus 8 days for statutory holidays.
Interest free loan for Travel-card within zones 1 & 2 in London
Workplace pension scheme

Application

To apply for the role: email your CV with a covering letter supporting your application for the role to: development@operahollandpark.com by 17:00 Friday 2 February