

## Corporate development manager

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**Reports to: head of corporate development**

**Department: development**

**Contract: permanent**

### Overview

The Design Museum's Development department has a vacancy for an experienced Corporate Development Manager to join its busy and successful team. The Corporate Development Manager is responsible for generating corporate support for the Design Museum through sponsorship of exhibitions and a broader portfolio of activities carried out by the museum as well as the Corporate Membership Scheme.

This is a particularly interesting and exciting time for the Design Museum. The museum has moved to considerable acclaim to a new venue in High St Kensington. Having just secured sponsorship deals with Apple, Jaguar Land Rover, Vitra, Visit California, Axa and others, this role is a key one within the Development team as we cement our plans and take advantage of considerable interest in our work.

The ideal candidate will be an experienced corporate fundraiser with a proven track record of managing successful corporate membership schemes, sales and account management of sponsorships, including six figure value accounts. You will have well-established contacts and networks and be highly motivated with the ability to work independently.

Working from a Fundraising Portfolio you will be required to devise packages for sponsorship, to liaise with the relevant Museum Departments and stakeholders and to see through the fundraising process from identification of appropriate prospects, to project pitch and conclusion of negotiations. You will have experience of working with Boards and Senior Volunteers and manage relations with them effectively and appropriately.

### Job description

#### Sponsorship and brand partnerships

- Develop exciting and creative sponsorship partnerships with high calibre corporate prospects against agreed priority projects for the museum
- Work as part of the Development team and with the Head of Corporate Development to ensure team fundraising targets are met or exceeded
- Help research, identify and approach corporate prospects via written correspondence, phone calls, presentations and invitations to events
- Produce proposals, presentations and evaluation reports as required
- Draft and prepare all relevant corporate contracts and support the Head of Development and Events in contractual negotiations
- Account manage a portfolio of corporate sponsors in order to maximise the partnership across employee engagement, marketing activity and leveraging of sponsorship benefits such that sponsors renew their support of the museum
- Nurture relationships with current and potential corporate supporters

### **Corporate memberships**

- Working with the Corporate Development Officer, develop and manage the Design Museum's corporate membership scheme to meet annual revenue targets
- Develop a robust strategy for Corporate Membership to include a rigorous pipeline of prospects and strong renewal
- Provide the highest standards of service for the membership scheme
- Maximise membership retention, renewals and upgrades through exemplary customer care
- Cultivate and approach companies and individuals for membership through meetings, phone calls, presentations and cultivation
- Encourage members to make full use of their membership benefits to ensure long-term support
- Build excellent relationships with members through regular communication and donor care
- Manage all communications to corporate and individual members including renewal reminders, e-fliers and mailings
- Ensure all information is correctly recorded on the Museum's database

### **Other**

- To be responsible, in consultation with the Head of Department, for maintaining financial systems and documents relating to departmental budgets and forecasts.
- Work with and support volunteers to ensure their full integration into the museum.
- To undertake any other duties as may reasonably be required.

### **Person specification**

#### **Knowledge, skills and experience**

- Ability to demonstrate a substantial track record of securing six figure corporate support and of sustaining a portfolio of corporate relationships
- A high degree of commercial awareness - in order to understand the needs of corporate supporters and present fundraising opportunities effectively - and tenacity for negotiating major, long-term commitments and contracts.
- Ability to build and maintain interdepartmental relationships
- Experience of working with the marketing, sponsorship, CSR and/or Events teams from large corporates.
- Experience of negotiation and drafting sponsorship contracts.
- Experience of using a customer relationship management system.
- Excellent presentation and negotiation skills; must have personal presence and a professional, polished manner.
- Ability to work with individuals at the highest level, both externally and internally, including Board members and Senior Volunteers.
- High level of comfort with and experience of face-to-face asking.
- A self-starter and team player who demonstrates willingness to share information and ability to communicate positively and effectively with colleagues.
- Knowledge of tax law as applies to corporate sponsorship.
- Knowledge of Power Point and other Microsoft Office applications.
- Knowledge of design and architecture from the beginning of the 20th century is desirable.

**Terms and conditions****Salary: up to £35,000 per annum dependent on experience****Holidays: 25 days per annum****Hours: full time, 40 hours per week**

The museum offers many other benefits including access to a defined contribution pension scheme, season ticket loan, childcare voucher scheme, cycle to work scheme, free entry for friends and family to the museum, a variety of staff discounts including the museum shop and restaurant and free entry to a wide number of galleries and museums in London.

**Application process**

To apply please email a covering letter which addresses the criteria as set out in the person specification, CV and Applicant Information Form to [applications@designmuseum.org](mailto:applications@designmuseum.org).

**Please quote job ref: CorpDevMan/2017 in the email subject header****Closing date for applications: Monday, 10 July 2017 at 9am****Interviews: w/c 17 July 2017**

Due to the high volume of applications the museum receives we are unable to provide a response to applications on an individual basis. If you do not receive a response from us within two weeks of the closing date then you can assume that you have not been successful on this occasion.

The Design Museum is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**About the Design Museum**

The Design Museum is building the world's leading museum devoted to contemporary design in every form from furniture to graphics, and architecture to industrial design. For the Design Museum, design is a continually evolving subject which it explores through its exhibitions programme, permanent collection, learning and research activities. It is a way to understand the world and how you can change it. The museum's mission is to create the most engaging, exciting and inspiring design museum in the world.

Thirty-five years ago, Terence Conran established the forerunner of the Design Museum, the Boilerhouse, in the basement of the Victoria and Albert Museum (V&A) in London. As planned, the Boilerhouse quickly outgrew the V&A and in 1989 it moved on to become the Design Museum, in an architecturally striking transformation of a Thameside warehouse near Tower Bridge. Since then it has emerged as an institution with international

status and significance, playing an important role in putting design and architecture on the cultural agenda.

The museum recently relocated from its home in Shad Thames to the landmark 1960s building in Kensington, West London. Leading designer John Pawson converted the interior of the building creating the museum's new home, giving it three times more space in which to show a wider range of exhibitions, showcase its world class collection and extend its learning programmes.

### **Our mission, vision and values**

#### **Our vision**

We want everyone to understand the value of design

#### **Our mission**

To create the most inspiring, exciting and engaging Design Museum in the world

#### **Our values**

**Welcoming** everyone to the museum and making them feel it's a place for them

**Collaborative** engaging with many partners to bring our vision to life

**Enterprising** working hard to make the museum a financial success and build a strong commercial reputation

**Provocative** challenging people to look and think afresh about design

**[designmuseum.org](http://designmuseum.org)**