



Development Manager, Corporate Partnerships

About Sadler's Wells

Sadler's Wells is a world-leader in contemporary dance, commissioning and producing more dance than any other theatre in the world. At Sadler's Wells, people from all walks of life and backgrounds come to experience dance in an enormous variety of forms and styles - from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. Over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world.

Dance has the ability to connect with people both intellectually and emotionally and Sadler's Wells' vision is for dance to reflect and shape contemporary culture. We want to make sure that dance continues to have something new to say but also that it continues to stimulate the way we think about the world around us. We have two ambitions over the next ten years: we want to rethink the way people create dance and we want to increase people's appetite for dance.

Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsals studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

Our second theatre building and West End home, the Peacock Theatre (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in the Queen Elizabeth Olympic Park, as part of the project known as 'Olympicopolis'. Sadler's Wells will occupy the Stratford Waterfront site, sitting opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum.

The site will form part of a new culture and education quarter, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London. Sadler's Wells' new space will house a 500-seat mid-scale theatre, as well as facilities for a Choreographic School and a Hip Hop Academy. A major fundraising campaign is being developed in order to realise both capital and revenue requirements and open the new theatre in 2021.

The Department and the role

The Development department is managed by the Director of Development and consists of eight staff:

- Development Manager, Corporate Partnerships
- Development Coordinator, Corporate Partnerships & Events
- Development Manager, Trusts & Foundations
- Development Coordinator, Trusts & Foundations
- Development Manager, Individual Giving
- Development Officer, Patrons & Members
- Development Coordinator, Individual Giving
- Development Assistant, Patrons & Members

The department currently raises £1.5 million a year in private support from patrons and major donors, corporate sponsors and trusts and foundations. We want to build on this success and have ambitious plans in the years ahead as we work towards the opening of a new theatre.

We are seeking a Development Manager who will build on the corporate and embassy funding relationships already established and develop new funding partnerships that enable Sadler's Wells to realise its long-term artistic and organisational ambitions. Reporting to the Director of Development, the Development Manager manages the Development Co-ordinator, Corporate Partnerships & Events.

Key responsibilities

The Development Manager, Corporate Partnerships will oversee the strategy and activities for securing income from companies and, to a lesser degree, from embassies for Sadler's Wells. This will encompass partnerships that meet a company's corporate responsibility objectives as well as brand-led sponsorships.

Meeting Corporate Partnerships targets

- Lead on all aspects of corporate fundraising to ensure that income targets are met.
- Build a strong relationship with Sadler's Wells project teams to foster a deep understanding of, fluency with and confidence in talking about the work and vision of Sadler's Wells and related disciplines.

- Develop and prioritise ideas and packages that exploit the opportunities at Sadler's Wells for building sponsorship and partnership relationships with corporations. To include: membership, production sponsorship, support for learning and engagement programmes, season or broader partnership, evening sponsorship and in-kind sponsorship.
- Research new corporate prospects and liaise with the Artistic Director, Senior Management Team and Trustees to identify networks, and use these contacts strategically and appropriately in making fundraising approaches.
- To work closely with the Events department to ensure that leads from event hires are maximised and to recognise where key crossovers exist between companies and individual donors or trusts and foundations, including corporate trusts, and liaise with colleagues as appropriate to ensure a coordinated approach with maximum results.
- To present and negotiate funding proposals to targeted companies and embassies, ensuring negotiations are carried out with confidentiality and propriety. To negotiate funding agreements and liaise with Sadler's Wells teams to ensure that deliverable benefits are included and agreed to.
- To play a contributing role in the annual/ bi-annual fundraising gala to ensure it meets or exceeds the corporate income target.
- To network and gain knowledge across the fundraising spectrum, and specifically to maintain a good knowledge of the corporate, sponsorship and arts partnership market to inform sponsor recruitment strategy.

Corporate Donor Stewardship and Cultivation

The Development Manager, Corporate Partnerships will develop and maintain excellent relationships with key contacts:

- Oversee all account management activities and communications with corporate and embassy funders; ensure that contractual benefits are met, that good relationships are maintained and that sponsor reports are written in the required time frames.
- Develop and drive a corporate prospecting and cultivation schedule, ensuring that regular small-scale cultivation events and prospect meetings occur year round. Support the Artistic Director, Senior Management Team and Trustees to develop relationships with key corporate contacts.
- Attend regular Development evening events as necessary.

Management and Administration

- Line manage the Development Coordinator Corporate Partnerships & Events, including setting work plans, agreeing targets and KPIs, and conducting appraisals.
- Keep abreast of developments in fundraising best practice, corporate sector developments and legislation and contribute to any changes in procedures and practices as appropriate.
- Maintain accurate financial records and cultivation and stewardship plans.
- Oversee the Corporate Partnerships expenditure budget.
- Ensure that the Sadler's Wells ethical fundraising policy is adhered to.
- Represent Sadler's Wells at internal and external meetings and at events.
- Maximise income and minimise expenditure without loss of quality in all areas of responsibility.
- At all times carry out duties and responsibilities with regard to Sadler's Wells' Equal Opportunities and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises.
- Undertake other duties as may be reasonably required.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

Person Specification

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Essential

- A highly organised and motivated self-starter who is driven by and achieves targets.
- Excellent interpersonal skills and demonstrable experience of developing strong and successful relationships with corporate funders.

- Proven record of securing funding from companies to support learning and engagement programmes, programme sponsorships and memberships.
- Experience of creating and pitching large corporate partnerships, and account management of large corporate partnerships.
- A thorough knowledge of corporate fundraising processes and steps in a charitable context.
- Experience of peer to peer fundraising, and specifically in engaging and motivating board members.
- Strong leadership skills and ability to drive forward team strategy collaboratively.
- Sound budget control and management skills.
- Good sector knowledge of the corporate sponsorship and CSR market, knowing some of the key players already.
- Interest in the performing arts and dance.
- Available to attend evening cultivation events on a regular basis.

Desirable

- Experience of securing funds from embassies.
- Experience of working within a performing arts organisation.
- Working knowledge of fundraising database systems (preferably Tessitura).
- Experience of line management.
- Able to start within two months of the job offer.

Terms and conditions

Salary is circa £35,000 per annum, depending on experience, plus benefits.

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers interest-free season ticket loans

The company offers a childcare voucher salary sacrifice scheme

The company has a Death in Service insurance policy covering twice the annual salary

The company offers a Cycle to Work salary sacrifice scheme

The company encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (subject to availability)

Making an application

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

Please note that although Sadler's Wells is accessible for staff as well as patrons and performers, we regret that access to the offices at The Peacock is very limited.

Please submit the online application form by 11.59pm on Sunday 27 November 2016. Late applications will not be considered.

Interviews will take place on Wednesday 30 November and Thursday 1 December 2016.

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