



ROLE STATEMENT

THE POSITION:		SENIOR ACCOUNT MANAGER, CORPORATE PARTNERSHIPS
POSITION NUMBER/CLASSIFICATION:		7028 / VPS 5.1
REPORTS TO:		Associate Director, Corporate Partnerships
WORK UNIT:		Corporate Partnerships
ORGANISATION:		National Gallery of Victoria
LOCATION:		180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW		May 2018
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	To manage funding relationships with an assigned group of NGV corporate partners to ensure maximum retention and growth. To develop and deliver innovative and multifaceted corporate partner engagement campaigns which deliver maximum strategic value to the the partner and the NGV.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically work in collaboration with the Associate Director, Corporate Partnerships and members of the Corporate Partnerships team to:</p> <ol style="list-style-type: none">1. Manage and grow funding relationships with existing NGV corporate partners to ensure maximum retention and growth. Manage sponsorship contracts to ensure compliance and service requirements are met in a timely manner.2. Develop, plan and deliver innovative and multifaceted corporate partner engagement campaigns and activations, including maintaining thorough work-in-progress reports and producing post-delivery audits. Campaigns will align with partners' business, brand and corporate social responsibility objectives whilst simultaneously supporting the strategic objectives of the NGV.3. Initiate and maintain effective relationships with internal and external stakeholders at senior levels with the purpose of gaining cooperation and meeting timelines for projects related to the Corporate Partnerships department. Manage all aspects of project management, cross-institutional collaboration and day-to-day partner communication. Provide support to the Fundraising department, as required.4. Influence negotiations with corporate partners and renegotiate terms and conditions as part of each contract renewal; ensure compliance by internal and external stakeholders; and coordinate timely contract renewal and invoicing.5. Manage members of the Corporate Partnerships account management team by aligning the team with the NGV's organisational values and goals through effective people management and modelling. This includes clearly defining role expectations, monitoring performance, providing timely and constructive feedback and facilitating employee	

	<p>development. This also includes ensuring a safe and healthy environment.</p> <ol style="list-style-type: none"> Contribute to the management of the departmental budget for income and expenditure related to the NGV's temporary exhibitions. Ensure that records are created and managed according to the Records Management policy and procedures. Contribute to the development and implementation of the department's strategies, applying innovative thinking to influence best practice within the Corporate Partnerships department. Respond to the changing needs of the organisation. Maintain consistent and appropriate dialogue with the Associate Director, Corporate Partnerships regarding sensitive and complex issues arising from the daily operation of the Corporate Partnerships team. Participate in and support organisational change initiatives by participating in and supporting department / team goals and modelling NGV behaviours (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).
2. THE PERSON – KEY SELECTION CRITERIA	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> Extensive experience in account management and corporate sector fundraising, marketing or equivalent experience. Proven ability to manage multiple strategic partnerships concurrently, with a track record of developing and executing account management plans which include unique initiatives to engage a range of audiences, coupled with the proven ability to generate add value to partnerships. <u>People management</u>: maximises effectiveness by selecting, developing and managing a high performing team, ensures staff are actively deployed through effective workforce planning practices, builds team commitment by demonstrating personal conviction and motivates others to deliver against goals. <u>Presentation skills</u>: quickly makes a positive impression on others and comes across with credibility; communicates verbally in a manner which is compelling, clear, fluent and holds the audience's attention and prepares and delivers logical, sequential and succinct presentations. <u>Written communication</u>: highly developed written communication skills, prepares complex briefs and reports using clear, concise and grammatically correct language; edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs and ensures appropriate style and formats are used. <u>Organising and planning</u>: sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required, identifies processes, tasks and resources required to achieve a goal, establishes systems and procedures to guide work and track progress and recognises actual and potential barriers and finds effective ways to deal with them. <u>Commercial skills</u>: entrepreneurial, aware of business opportunities, uses a range of references and professional networks to conduct

	<p>research and focuses on activities and projects that will bring the best business return for the team and organisation.</p> <p>7. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges effective partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and works well with other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.</p> <p>8. <u>Drive and commitment</u>: enthusiastic and committed, demonstrates capacity for sustained effort and hard work in a fast paced environment, accepts changed priorities without undue discomfort, perseveres to achieve goals, even in the face of obstacles, remains calm and in control under pressure and takes responsibility for own actions.</p>
3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Knowledge of successful fundraising strategies. • Sound understanding of the corporate and philanthropic sector. • Sound knowledge of marketing principles in terms of branding, positioning and business development. • Demonstrated research, organisational and administrative ability.
4. KEY RELATIONSHIPS	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> • NGV corporate partners • NGV - Audience Engagement, Education, Events, Exhibitions Management, Design and Multimedia, Finance, Graphic Design, Marketing and Media and Public Affairs.
5. OTHER RELEVANT INFORMATION	<ul style="list-style-type: none"> • The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment. • Hours of duty will be according to work unit requirements. • All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security & Environment Inductions. • In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources. • It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time. • The NGV requires all employees to have an understanding of its Risk Management Framework. • Conditions of employment are pursuant to the NGV's Enterprise Agreement.



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	<ul style="list-style-type: none">• All new appointments are subject to a three month probationary period which may be subject to review.
6. ABOUT THE ROLE STATEMENT	As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____