



ROLE STATEMENT

THE POSITION:	BUSINESS DEVELOPMENT MANAGER, BRAND PARTNERSHIPS
POSITION NUMBER/CLASSIFICATION:	0048 / VPS 5.1
REPORTS TO:	TBD
WORK UNIT:	Corporate Partnerships
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	January 2021
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	To grow partnerships between the NGV and the corporate sector, building advocacy for the NGV through income generation and the development and delivery of robust, multifaceted partner engagement initiatives.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position, the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Research, identify and define partnership opportunities in line with the NGV's organisational priorities, ensuring a consistently high level of prospecting activity. Collaborate closely with a range of NGV departments to identify funding needs. 2. Author, produce and deliver clear and compelling customised partnership proposals, presentations, briefs and reports. Evolve partnership proposals and presentations in response to competitor activity and partner insights. 3. Influence negotiations with corporate partners and negotiate terms and conditions as part of each new contract or contract renewal ensuring compliance by internal and external stakeholders. 4. Work collaboratively with multidisciplinary teams to develop and deliver detailed, multifaceted partner benefits and engagement plans which align partners' business objectives with the strategic objectives of the NGV ensuring partnership objectives are realised. 5. Report on the progress of partnerships and other departmental activities as required, providing thorough analyses of partnership activity. Prepare and brief members of the Executive Management team to participate in activities which lead to increased partnership contributions and position the NGV as a partner of choice. 6. Support the development of revenue projections to ensure the financial ambition of the NGV corporate partnerships program as it aligns to the NGV's strategic plan, needs and priorities. 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. 7. Contribute to the development and implementation of the department's



ROLE STATEMENT

	<p>strategic plan, applying innovative thinking to influence best practice within the Corporate Partnerships department. Track, anticipate and respond to market trends and developments.</p> <p>8. Participate in and support organisational change initiatives by participating in and supporting department / team goals.</p>
<p>2. THE PERSON – KEY SELECTION CRITERIA</p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Extensive experience and proven ability in corporate partnership development, relationship cultivation, programming, strategic planning, marketing or philanthropy services; or equivalent experience. Proven ability to identify prospects, develop compelling partnership proposals, generate revenue and add value to partnerships. 2. <u>Influence and negotiation</u>: adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections; sells own ideas by linking them to others’ values, needs and goals; and negotiates and implements a well-planned course of action to achieve a specific impact. 3. <u>Written communication and verbal communication</u>: 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, aligning to the appropriate style and formats. Ability to handle highly sensitive and confidential information and material. Excellent interpersonal skills, with an emphasis on tact and discretion. 4. <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. 5. <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 goals, establishes systems and procedures to guide work. Effectively tracks progress and recognises actual and potential barriers, finding effective ways to deal with them. 6. <u>Commercial skills</u>: entrepreneurial attitude, aware of business opportunities, uses a range of references and professional networks to conduct research. Focuses on activities and projects that will bring the best business return for the team and organisation, proactively researches new prospects and actively shares information with the wider team. 7. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and works well with others in the pursuit of team goals. Collaborates and shares information, accommodates and adapts to the different working styles of others. 8. <u>Drive and commitment</u>: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, accepts changed priorities



ROLE STATEMENT

	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.
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 and Learning, Events, Exhibition Management, Finance, Graphic Design, Marketing and Media and Public Affairs.
5. OTHER RELEVANT INFORMATION	<ul style="list-style-type: none"> • HR Delegation - Level 6 (Refer to current Schedule of HR Delegations). • 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. • All new appointments are subject to a three-month probationary period which may be subject to review.
6. ABOUT THE ROLE STATEMENT	<p>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</p>



ROLE STATEMENT

	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: _____