



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Corporate Development & Partnerships Manager
<b>DEPARTMENT:</b>	Development & Partnerships
<b>REPORTING TO:</b>	Head of Development & Partnerships
<b>SALARY:</b>	£32,000-£35,000 DOE
<b>LOCATION:</b>	London

### Serious – Overview

Serious is one of the UK's leading producers of live jazz, international and new music events. Working with artists and partners from all over the world, we create world-class festivals, concerts, tours and special events including the EFG London Jazz Festival, the UK's largest annual celebration of jazz. Widely acknowledged for delivering world-class artists and emerging stars, the Festival continues to take jazz to a massive audience, in one of UK's landmark music events. However, our work spans much further than the Jazz Festival, we produce more festivals throughout the year in broader musical genres, provide programming consultancy, and produce a rich year-round programme of Creative Engagement and Talent Development projects.

### The role

This role is part of the Development & Partnerships team and is line-managed by the Head of Development. This team generates new business and income streams for Serious from clients, sponsors, funders and foreign Governments. It also delivers world class hospitality events and account management to significant sponsors and partners. This Team plays a key role in shaping the long-term strategy of the organisation, securing and managing income streams and creating and supporting new and on-going relationships.

We are looking for a development professional with tenacity, versatility and innovative ideas to take on this role. In addition to solid skills in relationship management, sponsorship and/or fundraising we are seeking someone with experience in event organisation. They will have an entrepreneurial approach to pursuing new opportunities and be an accomplished writer with excellent communication skills.

### Job purpose

To contribute to the development and implementation of Serious' income generation strategy by working with the Head of Development to: lead on a series of high-profile cultivation events; articulate the case for support of Serious and the context for its work; identify innovative income generation opportunities for the organisation; and secure new or continuing funding from corporate partners and national and international funders.

## Main Responsibilities

**Main responsibilities include, but are not exclusively, the following:**

- Support the Head of Development in identifying and developing new sponsors, partners and other development opportunities.
- Support the Head of Development to develop an ongoing strategy for networking and prospect development.
- Lead on delivering hospitality events and activities during the EFG London Jazz Festival and other stakeholder engagement events across the year.
- Work collaboratively cross-departmentally with Marketing & Communications, Production and Programming teams to develop compelling and achievable partnership opportunities.
- Contribute to the departmental targets by generating new income; including planned and researched business cultivation, drafting proposals and matching business briefs to Serious' outputs, pitching, and negotiating with prospects.
- Create project timelines, guaranteeing deadlines are met, ensuring that funder and sponsor opportunities are proactively followed up and reported on in a timely manner.
- Prepare sponsorship contracts and detailed reports for partners.
- Deliver high-level account management for existing partners, by ensuring partnership deliverables are met. This could include marketing and PR opportunities, such as monitoring sponsor branding acknowledgements on marketing materials and publications; and overseeing hospitality requirements including, room bookings, managing caterers and ticket-hold arrangements as required.
- Lead and develop relationships with partner funding organisations such as British Council, Greater London Authority (GLA) and international funders and Embassies.
- Work with the Development team to ensure that all data is kept up to date and shared with other departments when necessary.
- Attend and represent Serious at networking events and industry events with potential and existing sponsors, partners and funders.
- Undertake any other duties or projects that may be reasonably required by the Serious Directors or the Head of Development.

## Essential skills & attributes

- Direct experience of working in a fundraising environment and soliciting and securing sponsorship or funding.
- Project management and planning background within an Events team or wider environment, to include budgeting and wider financial acumen.
- Confidence in liaising with new sponsors and key partners at a high-level.
- Track-record of writing copy in a fundraising capacity, ideally with a corporate sponsorship focus.
- Demonstrable experience of customer relations and client management.
- Evidence of networking and relationship building.
- Enthusiasm for arts and culture and experience of working within this industry.
- Proactive and self-motivated.
- A genuine team player able to engage with, influence and encourage others.
- Experience of preparing presentation or engagement materials in PowerPoint, Canva, MailChimp and other media.
- IT proficiency, including database management – Serious works with Microsoft programmes and CRM platforms.
- Ability to prioritise own workload, handle a number of projects at any one time and meet deadlines.
- Excellent organisational and administrative skills.
- Accuracy and meticulous attention to detail.
- Excellent verbal and written communication and interpersonal skills.
- International awareness.

## Other information

This is a full-time post, based at Serious' office in Whitechapel, London where you will be required to work 2-3 times a week. You will be given desk space and equipment at Serious' office. There will be flexibility to spend part of your time working from home, but availability to travel into central London up to 5 days week, when necessary, will be essential. Office hours of work are between 10am to 6pm, but because of the nature of the organisation, the role would be expected to undertake some additional evening and weekend work.

Holiday entitlement is 25 days paid holiday per year (plus bank holidays), inclusive of 5 days which must be taken during the Serious office closure period for Christmas and New Year (the 5 days are over and above any public holidays in the Christmas and New Year period).

Other benefits include year-round free access to concerts and events Serious produces, ensuring you can fully appreciate the work we/you deliver.

During your term of employment with Serious, you may not directly or indirectly engage in any activity competitive with the company's business interests.

Serious is committed to equal opportunities in recruitment and employment and embraces diversity of all kinds. We are keen to create a work force that is representative of wider society and inclusive of all ethnicities, nationalities, socio-economic backgrounds, gender identities and physical and neurological abilities. Jobs are appointed on merit.