

PARTNERSHIPS MANAGER

DEPARTMENT: Development

REPORTS TO: Director of Development (Chief Executive Officer in absence of Director of Development)

DIRECT REPORTS: Partnerships Coordinator

ROLE

The Partnerships Manager is responsible for developing and managing relationships with existing and prospective corporate partners to support the growth and future sustainability of the ASO. With support from the Director of Development and Chief Executive Officer, the Partnerships Manager will develop and execute strategic initiatives, cultivate corporate partnerships and sponsorships, and generate income to financially support the organisation, growing acquisition and retention rates year on year.

RELATIONSHIPS

This role works closely with all members of the Development team to deliver the ASO's overarching development strategy. This role works collaboratively across the organisation to deliver sponsor and donor benefits and to meet their requirements and expectations. This role must maintain productive relationships with individual donors and existing sponsors, the senior management team, and with the Directors of the ASO's and the ASO Foundation's boards, to identify and develop links with prospective corporate organisations and individual donors to build a prospect pipeline.

SPECIAL REQUIREMENTS

- This role will require regular evening and weekend work to attend ASO concerts and other events attended by donors and /or corporate representatives.
- Willingness and physical ability to undertake manual handling requirements as required when executing events.
- Prior to commencing employment, the preferred candidate is required to have satisfactorily met the requirements of a Working with Children Check.
- Sound knowledge and appreciation of orchestral music.

PERSON SPECIFICATION

Detailed below are the qualifications, experience, knowledge, skills, and abilities identified for the position.

The essential criteria show the minimum essential requirements of the position. The desirable criteria outline additional attributes which would enable the successful candidate to perform the role more effectively; they are not essential but may be used to distinguish between applicants during the shortlisting process.

Essential Criteria

- Strong Business Development background.
- Tertiary qualification in a related field OR equivalent demonstrable equivalent knowledge, experience, and skills.
- Detailed understanding of contemporary partnership development and donor relationship principles.
- Highly developed written and oral communication skills, attention to detail, and an ability to tailor communications for specific audiences.
- Demonstrated experience writing, preparing, and presenting proposals and the case for support to a range of stakeholders.
- Demonstrated experience in securing new business by utilising strong negotiation and influencing skills.
- Experience in identifying, developing, and maintaining productive professional and donor relationships.
- Experience providing superior customer service to supporters and stakeholders.
- Ability to represent ASO at relevant events.
- High degree of proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint) and experience using a customer relations database (CRM).
- Demonstrated behaviours that contribute positively to the team, organisation, and overarching aims of the ASO.
- The successful candidate will have a relevant tertiary qualification or demonstrated equivalent knowledge, experience, and skills.

Desirable

- Relevant experience working in arts administration and/or event management.
- Experience using InDesign software package.
- Understanding of and appreciation for all types of music, particularly orchestral music.

POSITION INFORMATION:

This position is being offered on a permanent full-time basis, with a salary range of \$80,000-\$90,000. Copies of the position description are available upon request via employment@aso.com.au.

HOW TO APPLY:

Qualified candidates are encouraged to submit a current Cover Letter and CV in one document, outlining your suitability, to the attention of Rachel Grant, People and Culture Manager. Please note that applications submitted without a Cover Letter will not be considered. Applications or queries can be submitted via email to Rachel at employment@aso.com.au.

[Applications will close at 5pm on Friday 15 March 2024.](#)

Interviews will commence as applications are received.

The ASO invites applications from all qualified candidates with current working rights in Australia.