

Job Description

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| Job Title | Senior Partnerships Manager |
| Location | Glasgow – touring both domestic and international |
| Team | Advancement |
| Key Relationships | |
| Reports to: | Director of Partnerships |
| Direct Reports: | none |
| Key relationships: | <p>The position works closely with the Partnerships Account Manager.</p> <p>The position also works closely with the CEO/Artistic Director, Executive Director, Director of Philanthropy, Brand, Audience & Digital, Advancement, Engagement teams and manages relationships with key corporate partners stakeholders.</p> |
| Purpose | |
| <p>To be responsible for the management and expansion of a portfolio of high level corporate partnerships, focusing on major income growth and retention. This will be achieved through networking and research, exemplary relationship management, and delivering exceptional corporate partner events.</p> | |

Responsibilities

- To lead a portfolio of corporate relationships to highest possible standards
- To contribute towards annual fundraising targets – setting and achieving ambitious personal targets, and playing a strategic role corporate revenue generation
- To identify and pursue major partner prospects to evolve Scottish Ballet’s corporate partner pipeline
- To secure new high level corporate partnerships in line with SB’s Advancement strategy

Key Functions

- Ensure corporate partnership relations are well managed, through excellent verbal and written communications, and maintain the profile of Scottish Ballet as an innovative and commercially attractive brand partner
- Create stewardship plans for a portfolio of partners including regular cost benefit analysis
- Research and identify (five and six figure) prospect partners, prepare sponsor pitch documents, and maintain a thorough prospect pipeline
- Oversee delivery of partner benefits
- Ensure accurate reporting through Finance and CRM systems
- Provide thorough and regular high level reporting (evaluation/monitoring) for partners using appropriate sponsorship metrics
- Manage the delivery of high-level partner events (inc. oversight of invitations, guest lists, catering and interdepartmental collaboration)
- Create and lead on hospitality nights and other bespoke events for the purpose of developing relationships and delivering key stakeholder benefits
- Represent the DofP and the Company as required
- Other duties as consistent with this Job Description or as directed by the Director of Partnerships or Executive Director

Desirable Qualifications & Experience

- Experience of working with Corporate Partners in a fundraising environment, with a track record of securing support (five and six figure) to achieve significant annual targets
- A track record in the identification, cultivation and stewardship of high level partnerships
- Ability to maintain strategy, create workplans and pipelines and meet targets through rigorous monitoring and evaluation
- Experience in creating flexible and tailored solutions suited for the evolving business needs of existing and prospective partners
- Outstanding event management and networking skills alongside the ability to represent Scottish Ballet at the highest level at events and stakeholder meetings
- A good understanding of business planning and ability to work with financial information and budgets
- Ability to draft and deliver high quality, high level pitch proposals and reports, with accurate and relevant information for all reporting requirements
- Good understanding of the marketing mix, including working with digital assets and ability to work with metrics within proposals and packages; interest and ability to keep up to date with current measurement tools
- Experience of fundraising database or CRM system (Tessitura)
- Good analytical skills
- Advanced relationship building skills with a honed ability to draw on creative problem solving as needed

General Characteristics

- Confident, outgoing personality with flexible, can-do attitude
- General understanding of government funding for the arts
- Ability to multi-task and to thrive in a busy environment

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| Created By: | Kirsten Cockburn | PWB: | Louise Devlin |
| Date: | Oct 2025 | Approver: | Steven Roth |
| Revision: | | Revised by: | |
| Date of: | 2 October 2025 | | |