



## **BRISBANE OPEN HOUSE**

### **SPONSORSHIP AND PARTNERSHIPS MANAGER**

POSITION DESCRIPTION

#### **ABOUT BRISBANE OPEN HOUSE**

Brisbane Open House is a free community event held each October, providing residents and visitors with the rare opportunity to discover the hidden wealth of architecture, engineering and history in buildings and places around Brisbane city. The aim is to open eyes and minds to good design and curious spaces.

Brisbane Open House also offers a range of events for the design, planning, architecture and building professions to strengthen networks and engage with policy-makers and other professionals.

Part of the Open House World Wide Family, Brisbane Open House is a not for profit organisation. It is based in Brisbane, is governed by a board and run by a small, energetic team.

#### **ABOUT THE ROLE – SPONSORSHIP AND PARTNERSHIPS MANAGER**

To increase its impact and reach and to ensure its sustainable growth and longevity, Brisbane Open House (BOH) has created the position of Sponsorship and Partnerships Manager.

A not-for-profit organisation, BOH relies on income and support from a wide variety of sources. As such, fostering effective and sustainable government and corporate partnerships is crucial for BOH.

This is a new role and will oversee the creation and implementation of a sponsorship and partnerships strategy for BOH. It will include assessing the current position of BOH and maximising existing partnerships, prospecting and establishing new opportunities and building/retaining effective partnerships with government bodies, corporates, universities and other new partnership channels. The role will ensure the BOH delivers strong sponsorship value as an exciting and reliable partner.

Working closely with the Executive Director and Events Manager, the Sponsorship and Partnerships Manager will carry out income generation activity, primarily through identifying and securing both government and private sector sponsorship as well as creating new event partnerships opportunities.

The ideal candidate will possess previous experience in business development within the arts and/or NFP sector or similar. Resourcefulness, commitment, resilience, and a sense of humour are highly regarded. We are a flexible workplace that encourages open collaboration.

This role is a contract position working part time commencing in March 2019 and finishing at the end of November in 2019. The successful candidate will work three days per week for most of that period but will be required for additional hours and work outside office hours during the event.

#### **RESPONSIBILITIES OF THE ROLE**

The Sponsorship and Partnerships Manager will help BOH to build, maintain and renew partnerships with sponsors, the corporate sector, government and others. The role involves research and outreach to new sponsors, renewal of existing partner's contracts, sponsor benefits activation and reporting.

- Seek out new sponsorship opportunities and networks; implement and refine new fundraising opportunities, research corporate and private prospects, develop sponsorship proposals and grant applications;
- Develop a comprehensive, long term partnership strategy which reviews the value of and improves current partnerships, as well as setting out a plan to recruit and grow new partnerships, to secure BOH's funding into the future;
- Review partners regularly to grow revenue opportunities where possible, negotiate long term contracts to maximise revenue and identify and implement leverage opportunities;
- Maximise fundraising opportunities by offering multiple entry-points to BOH activities and events;
- Prepare high quality and innovative proposals for prospects to generate new corporate partnerships. Draft funding applications as required;
- Manage the timely delivery of contractual benefits (including logo approvals and acknowledgments) both before and after BOH as well as in publications and onsite at each event;
- Assist in the delivery of official BOH events, specifically the development of guest lists and seating plans, speaking points plus RSVP and protocol management;
- Maintain records such as budget, sponsor databases, event guest lists, partner benefits, contra and in-kind goods, sponsor contracts and invoicing; and
- Undertake evaluation and analysis of sponsorship and partnership initiatives. Provide post event reporting to the BOH Board, Sponsors and Partners.

## **REQUIRED COMPETENCIES AND EXPERIENCE / SELECTION CRITERIA**

To be successful in this role you be able to influence and engage audiences of all levels to develop long standing, sustainable partnerships.

- A demonstrable record of success in sponsorship, sales or business development for a minimum of five years in a non-profit setting;
- A strong track record of identifying and generating new business, new commercial relationships and achieving revenue growth based on sound research and insight;
- Demonstrable knowledge of and successes in working with Government departments of all levels to maximise sponsorship and other incomes. Wins in the area of funding applications and grant proposal writing.
- Proven ability to maintain and grow business partnerships with existing customers including creating and tailoring new opportunities and sponsorship / event revenue streams;
- Effective influencer who can draw upon superior sales, communication and creativity to engage and build effective relationships with stakeholders and event attendees;
- Ability to work alongside BOH's leadership team, colleagues and board both autonomously and as part of a team. A methodical, no-nonsense approach to project management.

## **ADDITIONAL INFORMATION**

- This is a contract position from March – November 2019. The successful applicant will work in the BOH office two days each week, with the third day being flexible – can be worked from home if needed. In the

lead up to the event additional hours and work outside normal hours (including weekends) will be required. The successful applicant will be required to attend and contribute to all BOH events.

- This role reports to the Executive Director, and the BOH Board.
- At the end of the 2019 contract, Executive Director and the Sponsorship and Partnerships Manager will review the role and the performance of the applicant. If deemed successful, it is hoped that the applicant will commit to a second term in the role to provide continuing improvement.
- In year two this position will move to a 10-month, part-time contract (Feb – Nov).
- Open and clear communication is encouraged amongst the team and it is expected the successful applicant will be committed to achieving the required outcomes for BOH, whilst working in a collaborative, high energy team. Within reason BOH is a flexible work environment.

## **TO APPLY FOR THIS ROLE PLEASE PROVIDE**

If you are interested in this position, please familiarise yourself with the organisation by visiting our website [www.brisbaneopenhouse.com.au](http://www.brisbaneopenhouse.com.au)

You will need to provide evidence of your understanding of the organisation and the requirements of the position within your application and responses to the Key Selection Criteria above. Your application should comprise the following items:

- A one-page cover letter outlining your suitability for this role;
- Your résumé, including two referees, a comprehensive employment history and any qualifications held;
- A response to the Selection Criteria which provides actual examples relevant to each one (maximum 3 x A4 pages). Applicants that fail to provide this statement will not be considered.

## **CLOSING DATE**

- Closing date for applications is 5pm Friday 25 January.
- You may email your application to [info@brisbaneopenhouse.com.au](mailto:info@brisbaneopenhouse.com.au) or upload via [seek.com](http://seek.com)
- The successful candidate will be required to commence work on Monday 4 March 2019.