Natural History Museum

Candidate pack

Corporate Partnerships Manager



Full time, fixed term

About Us

The Natural History Museum is one of the world's best-loved visitor attractions, as well as a leading science research centre and commercial event space. We use the unique collection of more than 80 million objects we look after and our unrivalled expertise to tackle the biggest challenges facing the world today. Each year we welcome more than five million visitors from around the world to our sites in London and Tring.

We're at a pivotal moment in our history. Our new strategy sets out our ambition to play a central role in tackling the increasing threats facing the natural world. We have ambitious plans leading up to our 150th anniversary in 2031 and are looking for talented people who share our mission and are excited to help drive these changes. Along the way, we aim to offer you a supportive and nurturing environment, with the opportunity to be part of a high-performing team. We're dedicated to providing opportunities for personal progression through our learning and development programmes and are committed to identifying and providing opportunities for internal progression.

Diversity and inclusion matter to us

We welcome applications from everyone! Diversity, inclusion and the feeling of belonging matters to us. By attracting people from a broad range of backgrounds we can continue to look at the world with fresh eyes and find new ways of doing things. We offer a stimulating and professional working environment. All our staff work to embody our behaviours of being curious, ambitious, pioneering, teaming up, acting with pace and sharing the wonder.

We know we have more to do, but we're committed to making sure that everyone who works here feels valued, respected and that they can thrive.

Thriving at the Museum: the way we work

Our vision is a future where both people and planet thrive. To accomplish this, we're delivering an ambitious strategy by 2031 to create advocates for the planet. To achieve this shared goal requires each of us to behave in ways that help everyone to thrive. We are proud to work at the Museum and have identified the qualities we all need to embody to reach this shared ambition.



We're ambitious. To make a difference on a global scale we have to push the boundaries and be big and bold not only in our thinking but in the goals we set. We act with integrity, but this doesn't mean we're rigid or inflexible. We drive ourselves and others to be excellent at what we do and identify opportunities to make a difference to the organisation wherever we can.

We're curious. We never stop learning. We ask questions to advance our understanding, skills and professional knowledge and look outwards beyond the organisation to learn from others. We seek out and actively listen to different perspectives and to take time to reflect. We're thoughtful and always receptive to new ideas and ways of working.

We share the wonder. We are captivated by the natural world, proud of our treasures and trusted guardians of our collections. We relish telling stories to inspire others. We're passionate about what we do, sharing our own knowledge and expertise. We're proud of where we work and never take this for granted.

We're pioneering. We're not afraid to try something new. We experiment, embrace complex problems and use good judgment and evidence to innovate and take risks. Always adaptable, we're ready to change our approach. We don't dwell on setbacks or get preoccupied with problems – we find solutions.

We team up. We respect the expertise of others and recognise that we produce the strongest outcomes when we put the best ideas together. We trust each other, keep things simple and make it easy for others to do the right thing. We empower and support each other, sharing information, skills and experience so that all of us are equipped to succeed. We never let difficult moments develop into bad working relationships.

We act with pace. We prioritise action, are efficient and always focus our efforts where we know we can make the biggest impact. We don't wait to be told what to do - we take the initiative and deliver on our responsibilities with momentum. We're decisive and once a plan is set, we all get behind it to make it a success.



Role Summary

The Corporate Partnerships Manager is a vital member in an ambitious fundraising team, delivering market leading account management, stewarding relationships with the Museum's corporate partners to deliver amazing partnerships, lead renewal of accounts, and seek out opportunities to grow existing relationships.

The postholder will take ownership of existing high value partnerships and deliver the seamless transition of accounts from the New Business team to the Account Management and delivery phase. They will deliver accurate and timely account management for high-profile accounts, and strike the balance between delivering contractual benefits, and identifying additional opportunities for the partner and Museum to further benefit.

The Corporate Partnerships Manager is responsible for planning for timely evaluations, cultivation opportunities to further embed the Museum in the businesses, and lead renewal plans to secure and grow the support of current partners. Renewing and growing partnerships is likely to play a significant part of this role as we contribute towards an ambitious NHM150 target. It is expected that the postholder will work collaboratively with internal teams to deliver fundraising or sponsorship projects and negotiating bespoke deals and benefits packages.

Main tasks and responsibilities

Manage relationships with existing corporate partners to achieve partnership objectives and facilitate future partnership commitments.

- Provide a high standard of professional relationship management and delivery of contracted partnerships to a number of corporate supporters of the Museum
- Establish, agree and monitor key milestones for each relationship
- Spot opportunities to grow each partnership, and start renewal conversations early
- Ensure the Natural History Museum’s priorities and brand are realised throughout these relationships
- Liaise with and report regularly to internal and external stakeholders
- Ensure that benefits are fulfilled and delivered on time
- Produce invoices and contracts as necessary
- Ensure that key individuals are included in the Development stewardship programme
- Bring an innovative and creative approach to how we develop relationships with partners
- Be responsible for ensuring full evaluation of each relationship
- Work with other areas of Fundraising, and across the Museum to maximise possibilities for partners
- Understand our competitors; develop strong peer relationships to help the NHM stay at the cutting edge of Corporate Fundraising

Work closely with internal project teams to maximise the potential for fundraising

- Build excellent relationships with all relevant teams and individuals internally
- Work collaboratively with colleagues across the Museum to devise, agree and deliver fundraising or sponsorship projects
- Liaise with and report regularly to internal and external stakeholders
- Brief and delegate work to internal stakeholders so they come together into one well-delivered partnership
- Negotiate the benefits within the Museum to ensure that all parties are happy and on-board
- Protect the value of what we offer partners, and the time and resource of colleagues across the Museum, by negotiating firmly but fairly
- Deputise for the Senior Corporate Partnerships Manager as appropriate

What we're looking for

Person Specification

- Proven track record of managing partnerships/sponsorships, possibly gained within a fundraising environment.
- Significant experience of working within project teams and with internal stakeholders to develop and deliver fundraising/sponsorship activities and projects
- Demonstrable experience of managing senior level relationships, preferably with Board Level involvement, internally and externally
- Proactive and forward-thinking, with a track record of spotting opportunities to grow and renew partnerships
- Confident negotiator who can stand their ground and protect the value of our partnerships and the Museum's internal resource
- Excellent communication and interpersonal skills, both written and verbal, including presentation skills, and a confident approach to entering business relationships
- The ability to work well as a member of a team as well as with their own initiative
- A driven, energetic and proactive approach
- Good organisational skills, demonstrating the ability to set and manage conflicting priorities.
- Experience of working in a large organisation or liaising with a large number of stakeholders
- Proficient in all standard IT packages including Word, Excel, PowerPoint and Raisers Edge or another database programme
- Commercial awareness with knowledge of various corporate sectors

Key information

Salary: £39,574 per annum, grade 4

Hours: Full time, 36 hours per week

Contract: Fixed term contract until 1 February 2028

The Museum supports flexible working.

All positions at the Natural History Museum are conditional subject to receipt of:

- Proof that you are legally entitled to work in the UK
- A Basic Disclosure Check from the Disclosures and Barring Service (DBS)
- Satisfactory references covering the last 3 years of your employment or education
- Health clearance

Our benefits

In addition to competitive salaries, we offer a wide range of benefits to help you thrive both personally and professionally.

Wellbeing and work-life balance

- Generous annual leave allowance of 27.5 days holiday plus public holidays
- Enhanced sickness pay to support you through periods of illness
- Wellbeing provision including Mental Health First Aider support and regular learning sessions on wellbeing topics
- Flexible working and hybrid working arrangements where the role allows
- A 24/7 employee assistance programme including face to face counselling sessions
- Occupational health advice and support
- Eye care vouchers for display screen users
- Supportive policies to help you manage life events, for example becoming a carer, menopause, transitioning at work

Financial

- Generous defined contribution pension scheme with employer contribution up to 10% of salary
- Life insurance that will pay 4 times your salary to a beneficiary in the event of your death in service

- Season ticket and cycle loans to help you spread the cost of cycling to work
- Rental deposit loan scheme – to help you spread the cost of a deposit on a rental property
- 20% discount in our NHM shops both online and in store
- Discounts in our on site restaurants and coffee shops, and use of our staff canteen at South Kensington
- Discounts at local shops and restaurants within the South Kensington area



Cultural and lifestyle

- Free entry with your NHM staff pass to a wide range of museums and galleries across London and around the UK
- Every staff member is entitled to 10 complimentary tickets each year to give to friends and family
- Access to the Civil Service Sports and Social Club for a small monthly fee, offering a range of benefits such as discounted tickets to visitor attractions and gym membership discounts
- Access to the NHM Sports and Social Association for a small fee which provides access to our fitness centre at South Kensington and a range of activities and clubs including football and yoga



Family friendly

- Enhanced pay for maternity, paternity and adoption leave
- Flexible working and hybrid working arrangements where the role allows
- Supportive policies to help you manage fertility treatment
- Paid special leave to help you manage unexpected life events or to make caring arrangements

How to apply

To apply, please complete an online application through our recruitment portal.

The closing date for applications is 23:59 15 November.

First stage assessment for this role is likely to take place in week commencing 23 November.

How we hire

We want everyone to be able to perform at their best throughout our hiring process. We've put together some information about how we hire as well as

tips for completing your application and taking part in our assessment process. You can find this information on our careers site here.

Reasonable adjustments

We welcome applications from disabled candidates, and are committed to adapting our recruitment processes to make sure all candidates can perform at their best. If you require adjustments to our application process or require materials in a different format, contact us at hrteam@nhm.ac.uk.

If you need adjustments to the assessment stage of our hiring process, indicate this on your application form and we'll contact you before the assessment to put these in place.

We're part of the Disability Confident Scheme and guarantee an interview to all disabled candidates who meet the minimum shortlisting criteria for the role.