

# NIDA

## POSITION PROFILE

<b>Position Title:</b>	Corporate Sponsorship Manager	<b>Remuneration:</b>	\$125,000 gross per annum + 11.5% Superannuation.
<b>Organisation Unit:</b>	Commercial Development	<b>Employment Type:</b>	Full time
<b>Term of Contract:</b>	1-year contract	<b>Classification:</b>	Educational Services (Post-Secondary Education) Award 2020

### OBJECTIVE

The Corporate Sponsorship Manager is responsible for the development, implementation, and ongoing management of NIDA's corporate sponsorship program.

The program's objectives will be to secure, manage and grow corporate sponsor relationships that support NIDA's organisational goals. The position will focus on building strategic partnerships with corporations to generate revenue, enhance brand visibility, and foster long-term collaborations.

Additionally, the role will work closely with the Head of Development, the Executive team, and both NIDA Boards (NIDA Foundation Trust and NIDA Board) to support NIDA's overarching strategic vision and reach annual fundraising goals.

### KEY ACCOUNTABILITIES

- Work with the Director of Commercial Development to develop, deliver and review NIDA's corporate partnership strategy and program, in line with the organisation's strategic plan.
- Generate revenue and in-kind support for NIDA in order to meet annual targets by identifying and approaching potential corporate partners and managing existing partnership relationships.
- Cultivate and manage a portfolio of current and prospective corporate partnerships and ensure a high level of stewardship of these relationships.
- Manage all aspects of these business partnerships – including contracts, servicing, evaluation, and reporting.
- Researching, writing, and acquitting relevant corporate grant proposals.
- Creating and delivering sponsorship proposal pitch documents and presentations.
- Ensuring all partnership negotiations and contracting are conducted following NIDA's relevant Policies and Procedures.
- Work with the Development team in the planning and delivery of our key fundraising event Raise The Curtain.
- Manage and ensure the successful delivery of other corporate partnership events as part

of the corporate sponsorship program.

- Partner with the Development team to support the management of fundraising campaigns and donor relationships.
- Analyse trends and identify potential sponsorship opportunities.
- Monitor the competitive landscape to offer innovative sponsorship ideas.
- Adhere to all WHS requirements of the organisation and relevant associated legislation.

## KEY PROFESSIONAL RELATIONSHIPS

**Reports to:** Director, Commercial Development

**Supervises:** Nil

**Internal:** Head of Development, Philanthropy Coordinator, Head of Marketing and Communications, Marketing Manager, NIDA Foundation Trust, NIDA CEO

**External:** Corporate sponsors, donors, suppliers

## SELECTION CRITERIA

### Essential:

- 5+ years' experience in a Corporate Sponsorship role with demonstrated success in driving, developing, and managing corporate partnerships, particularly those involving multi-faceted, multi-year, and mutually beneficial high-value agreements.
- Strong expertise in new business development, including prospecting, building pipelines, and crafting engaging and innovative sponsorship and partnership proposals.
- Proven experience in successful fundraising for the not-for-profit, arts or education sectors, including reaching revenue targets.
- Highly developed written and verbal communication skills, including the ability to deal confidently with a broad range of stakeholders, represent NIDA at all levels and pitch and close deals.
- Ability to self-manage a complex workload using outstanding organisational and time management techniques with meticulous attention to detail.
- Demonstrated ability to work collaboratively in a small team.
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### Desirable:

- Experience in, and a passion for, the Australian Arts or Education sectors.
- Event Management Experience.
- Relevant tertiary qualifications.

This Position Profile will be reviewed and updated on a regular basis to reflect changes in the requirements of the position.