

POSITION DESCRIPTION

DECEMBER 2024

Role: Head of Corporate Relations
Department: Development
Reports to: Director of Development
Reports: 1
Review Date: 25 October 2024
Salary: \$100,000 - \$110,000 base + superannuation (based on experience)

PURPOSE

The Head of Corporate Relations is responsible for developing and executing a comprehensive strategy for acquiring, identifying, targeting, and renewing corporate partnerships that align with the Sydney Symphony Orchestra's fundraising goals. This role works closely with both internal and external stakeholders to discover and cultivate new partnership opportunities, ensuring that all deliverables within existing partnerships are met with precision and professionalism.

The Head of Corporate Relations oversees the Corporate Relations Officer, ensuring effective allocation of responsibilities across key partnership portfolios. By fostering strong relationships with corporate partners, the Head of Corporate Relations helps drive engagement, securing long-term support while enhancing the overall impact of the Sydney Symphony Orchestra's corporate initiatives. Through this role, the Head of Corporate Relations also plays a pivotal role in advancing a culture of collaboration and mutual benefit, reflecting the Sydney Symphony's values of integrity, connection and joy.

KEY RESPONSIBILITIES

- Identify/target, proposition, and acquire new partnerships with guidance from internal stakeholders such as the Director of Development, Board of Directors and CEO;
- Renew and further existing partnerships with support from the Director of Development;
- Create processes and workflows for Corporate Relations Officer to create high levels of partner engagement with support from the Development team;
- Meet budgeted sponsorship targets and prepare ongoing budgets and projections;
- Build relationships with key decision makers and manage an ongoing acquisition pipeline;
- Create awareness that Sydney Symphony Orchestra is available for partnerships;
- Ensure operational processes are in place to manage the delivery of all contractual benefits to all partners;
- Liaise with, and take guidance from, other departments regarding partner engagement, communications, and available resources. Ensure all departments are across partner deliverables;
- Manage and support any team members in such a way that they feel empowered to do their jobs;
- Contribute positively to the culture and wellbeing of the overall organisation;
- Attend concerts, events and other duties as required.

QUALIFICATIONS & EXPERIENCE

- Proactive approach to work and a track record of successfully managing projects and meeting deadlines in a fast-paced environment
- Excellent written and verbal communication skills combined with strong attention to detail
- Capacity to prioritise tasks under tight time constraints
- Proficiency with Microsoft Office suite

SYDNEY SYMPHONY ORCHESTRA

- Polished personal presentation style
- Previous fundraising experience will be positively regarded, as will prior experience working with fundraising databases
- Passion for arts, culture, and classical music

DEVELOPMENT

- Continue professional development with a focus on current international fundraising best practice
- Develop influencing skills
- Develop leadership skills

APPLY NOW

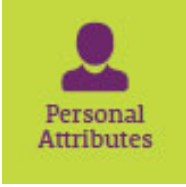



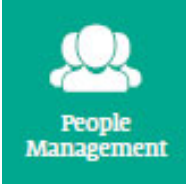
Send us: A covering letter of application and your CV.

Send to: recruitment@sydneysymphony.com.

Eligibility: The Sydney Symphony Orchestra is an equal opportunity employer; the right to work in Australia; subject to a possible Police Check

Further information: Jennifer Drysdale – jennifer.drysdale@sydneysymphony.com or 0475 832 807

CAPABILITIES

Capability Group	Capability Name	Level
	Display Resilience and Courage	Advanced
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Adept
	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
	Deliver Results	Adept
	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept
	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks