



## **Business Development Manager**

Permanent position

By negotiation 0.8FTE to full-time (37.5 hours per week)

### **Chamber Music New Zealand**

Chamber Music New Zealand (founded 1950) is a national agency that tours top-level international and New Zealand ensembles to our major cities and other groups, predominantly New Zealand artists, to smaller centres (working in partnership with affiliated societies). CMNZ has an extensive education and outreach programme that includes the NZCT Chamber Music Contest for secondary school students, masterclasses at our universities, coaching sessions in schools, “accessible” workshops and concerts for the intellectually disabled (run in partnership with the IHC Foundation), and other activities designed to enhance the enjoyment and understanding of music.

Chamber Music New Zealand is a registered charitable trust. It receives core funding from Creative New Zealand. Sponsorship, community trust funding and philanthropy are vitally important to our activities. The CMNZ Trust receives support from (and provides fundraising services for) the Chamber Music New Zealand Foundation.

### **Position Purpose**

The Business Development Manager is a member of the Leadership Team at Chamber Music New Zealand. The Business Development Manager’s role is to grow and deliver the Fundraising Strategy for CMNZ. This strategy and its implementation will embrace corporate sponsorship, community trust funding, local government grants and philanthropy. The Business Development Manager is a member of the CMNZ Leadership Team and is consequently expected to be interested and engaged in all aspects of CMNZ’s operation.

### **Key Relationships**

Reports to: Chief Executive

Manages: Business and Fundraising Administrator

Internal: Artistic Manager, Marketing Manager, Finance Administrator other CMNZ staff, CMNZ Trust Board, CMNZ Foundation Board.

External: Corporate Sponsors and potential corporate sponsors, Charitable Trusts, Community Trusts, CMNZ donors and potential donors, CMNZ Concert Managers.

### **Authorities**

Financial: Development Budget as approved annually by the Board

Staffing: As delegated by CEO

### **Location**

This position is based in Chamber Music New Zealand’s main office in Wellington.

## Key Responsibilities

Key Result Area	Key Activities/Expectations
1. Development and delivery of CMNZ's fundraising strategy	<ul style="list-style-type: none"> <li>• Further develop and regularly review CMNZ's Fundraising Strategy and action plan.</li> <li>• Derive reliable and sustainable income from CMNZ's three fundraising income streams: corporate sponsorship, grant funding and philanthropy.</li> </ul>
2. Implementation of fundraising activities	<ul style="list-style-type: none"> <li>• Identify and research prospects for corporate sponsorships.</li> <li>• Maintain current corporate partnerships ensuring all elements of the partnership are well serviced.</li> <li>• Build on existing relationships with grant making organisations.</li> <li>• Coordinate national philanthropic fundraising activities</li> <li>• Build donor loyalty</li> <li>• Coordinate functions to attract and acknowledge donors</li> <li>• Provide regular reports to the CMNZ Trust Board and the CMNZ Foundation Board on all funding progress</li> </ul>
3. Planning proposals	<ul style="list-style-type: none"> <li>• Oversee a comprehensive schedule of grant opportunities, deadlines, follow-up activities and reporting requirements for grants received.</li> <li>• Work collaboratively with the Business and Fundraising Administrator and other CMNZ staff as required to prepare quality grants and sponsorship proposals.</li> </ul>
4. Demonstrating good results in communicating, influencing and engaging high-level donors	<ul style="list-style-type: none"> <li>• Develop strong, positive relationships with community leaders, donors, friends of the organisation and associates. Customer service focused.</li> </ul>
5. Relationship management	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships with key internal and external stakeholders and contacts</li> <li>• Represent CMNZ interests in dealings with key external stakeholders and contacts</li> </ul>
6. Assist in CMNZ's financial control processes	<ul style="list-style-type: none"> <li>• Participate in checking, approval and authorisation processes for payroll and accounts operations as required.</li> </ul>
7. Leadership	<ul style="list-style-type: none"> <li>• Through the Leadership Team, engage in a positive and constructive manner with the discussion of CMNZ Artistic and Marketing initiatives.</li> <li>• Work with Leadership Team colleagues to promote the broad financial wellbeing of CMNZ (not exclusively through Development/Fundraising contributions to revenue).</li> <li>• Endeavour to promote a constructive and positive environment throughout CMNZ as an organization.</li> </ul>
8. Innovation and change	<ul style="list-style-type: none"> <li>• Challenge the status quo and constantly look for better ways of doing things</li> <li>• Create an environment where ideas are generated and considered.</li> <li>• Manage change processes, including systems and people.</li> </ul>

## **Competency Requirements and Person Specification**

### **Skills**

- Exceptional relationship management and interpersonal skills, with the ability to build successful working relationships
- Outstanding written communication skills, with the ability to communicate to a wide range of audiences
- Financial understanding/ literacy
- Proven administration and research skills
- Sound problem solving skills and judgment
- Excellent organisational skills with the ability to multitask

### **Knowledge/Experience**

- Sound knowledge of best practice in corporate sponsorship, community trust and philanthropic fundraising
- Sound financial knowledge and experience in managing budgets
- Understanding of the arts sector
- Ability to think outside the square but also work to a deadline
- Sound understanding and familiarity with computer systems, databases, web technology and social media
- Successful experience in managing and developing staff
- Proven ability to negotiate and manage contracts

### **Attributes**

- Works effectively in small teams and contributes to a positive team environment
- Achievement and result oriented
- Quality focused, takes pride in own work and contributing to success of business
- Willingly take accountability for own decisions and actions and their results
- Focused on providing high quality customer service
- Flexibility, versatility and adaptability to handle a number of issues at the same time
- High levels of personal integrity and trust
- Self managing and motivated to succeed
- Willingness to be proactive and take the initiative
- Persistence and resilience to see the job through
- Challenges the status quo, accepts debate and alternative perspectives

### **Qualifications**

- Preferred - A tertiary qualification in an area relevant to CMNZ's activities.