



Job Description

Job Title: Senior Manager of Corporate Sponsorships

Department: Development

Reports to: Director of Development

FLSA Status: Exempt, salary

About the Tobin Center for the Performing Arts

The Tobin Center is San Antonio's premier cultural arts center, dedicated to driving meaningful community change through world-class entertainment, supporting local performing arts, and ensuring accessible arts education. Our state-of-the-art facilities attract diverse audiences with stunning architecture, exceptional acoustics, and a flexible 1,750-seat H-E-B Performance Hall, a 259-seat Carlos Alvarez Studio Theater, and the scenic Will Naylor Smith River Walk Plaza. Beyond our main venues, our campus includes an Administration Building, the Tobin Garage and the "Shirt Factory Building". We also operate Tobin Entertainment LLC, which promotes quality entertainment nationwide, generating vital support for our local programs.

Our Culture

At The Tobin Center, we aspire to be an organization with a **culture of excellence** that attracts and retains the best in the business. Our success is only possible because of our people—a team of passionate professionals dedicated to making a positive impact on our community.

We are committed to creating a **supportive workplace with open communication** where all are treated with dignity and respect, and all voices are heard. **Innovation and collaboration** are at the heart of how we work, driving success through shared ideas and clarity of purpose. We encourage **personal and professional growth** in an eclectic and inclusive workplace that values hard work, initiative, and fun. We assume the best in one another, **cultivating trust and inclusiveness** as we grow together. We embrace a culture of **challenging the status quo**, empowering our people to take risks to achieve our mission.

The Opportunity

The Senior Manager of Corporate Sponsorships is a seasoned, "roll-up-your sleeves" sponsorship sales professional with expertise in corporate sponsorships, deliverables, activations, prospect research, fundraising, and stewardship. The Senior Manager will work with departmental staff to identify, cultivate, and solicit corporate donors and prospects. The Senior

Manager manages systems and structures for corporate stewardship, cultivation, and assists in driving an ongoing conversation about sponsorship vision, strategy, and idea generation to meet current goals and guide growth for the future.

Reporting to the Director of Development, the Senior Manager will have significant revenue-generation, ROI assessment, relationship building, stewardship, strategy, and implementation responsibilities, including prospect identification, solicitation, agreement execution, and relationship growth. Experienced in corporate sponsorships, the ideal candidate is passionate about the arts and live music in San Antonio.

What You'll Do

- Proactively implements a plan for creating and expanding annual corporate sponsorship programs to identify and secure corporate sponsorships and memberships.
- Identifies unique potential performance series for corporate sponsors.
- Envisions new sponsorship deliverables that increase corporate ROI.
- Ensures proper fulfillment of sponsorship deliverables and activations; complex agreements with major sponsors; contractual obligations; and proper crediting in all print and digital materials to foster long-term engagement with corporate partners.
- Analyzes sponsorship results and produces sponsorship fulfillment reports.
- Working alongside the VP of Development and the rest of the team, the Senior Manager takes a leadership role in the preparation of annual development goals, objectives, and strategies to identify corporate prospects.
- Aggressively fundraises to attain annual revenue goals for operating, special projects, annual fundraising event(s), and education programs.
- With support from the development team, this role oversees corporate sales for the Annual Benefit Concert, with annual net revenue goals over \$300,000 and an average of 60 sponsors, 75% of which are corporate.
- Attends Tobin Center performances to steward and cultivate corporate sponsors.
- Qualifies corporate prospects for potential major gift capacity and interest; curates and schedules appropriate involvement of the VP of Development, CEO, and other key staff members.
- Oversees prospect research as needed for potential sponsorship opportunities.
- Crafts customized proposals that creatively and distinctly communicate unique opportunities.
- Cultivate a deep understanding of The Tobin Center's history, programs, and vision in order to provide donors and prospects with an authentic view of the organization's purpose and role in the community.
- Supervises all corporate sponsorship activations during events.
- Works alongside marketing to ensure all deliverables are being provided for corporate partners ROI.
- Performs other duties as required.

What You'll Bring

- Must have a bachelor's degree with a minimum of four years of proven experience in direct fundraising, specifically corporate sponsorship sales is preferred.
- Excellent organizational skills and high attention to detail.
- Prior experience working in a performing arts/live performance venue is highly desirable.
- Strong persuasive writing and budgetary skills.
- Experience with analysis, synthesis, and clear communication of information through sponsorship materials.
- Demonstrated record of success in generating significant commitments from donors, sponsors, and corporations.
- Highly motivated self-starter, hard worker with a high energy level; a “doer” with a willingness to work hands-on in developing and executing a variety of development activities.
- A visionary and strategic thinker with an entrepreneurial approach to corporate sponsorship opportunities.
- Ability to initiate and build relationships with prospective donors and interact via telephone and in person with funders, an excellent networker and negotiator.
- Possess high standards of integrity, credibility, and reliability to articulate the needs, opportunities, and aspirations of the Tobin with clarity and enthusiasm.
- Possess ability to work on multiple projects simultaneously, set priorities, and meet short deadlines with limited supervision.
- Experience with database management and other advanced technology platforms.
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations.
- Ability to maintain a high level of professionalism when giving presentations or public speaking.

Performance Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Leadership** – Consistently accomplishes the expected objectives and takes on extra tasks or projects as necessary. Maintains a positive, achievement-oriented attitude and influences others to do the same. Takes initiative with and is proactive in approach to accomplishing tasks. Ability to make decisions and take actions consistent with organizational goals.
- **Initiative** – Level of interest in role development, degree of motivation, and willingness to improve performance and increase job knowledge.
- **Judgment** – Uses discretion in making decisions within the scope of their job. Refers decisions beyond this scope to supervisor.
- **Communication Skills** – Includes the ability to express ideas effectively whether face-to-face or in writing in both individual and group situations. Communications are conveyed in a clear and concise manner to the audience. Adjusting tone and terminology to the needs of the audience. Openly exchanges information in a timely manner. Knows who to keep informed.
- **Planning and Organization** – Ability to schedule workload, set priorities and manage time in order to complete assignments and fulfill responsibilities.

- **Management of Resources** – Ability to use time, technology, and people as efficiently and effectively as possible. Makes suggestions to improve the resources that pertain to incumbent job responsibilities.
- **Customer Focus** – Interaction with internal and external customers. Requires putting yourself in the customer's place, anticipating and meeting needs quickly and accurately. It also means following up and monitoring situation to be sure the customer is satisfied.
- **Teamwork** – Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints, adapt to changing circumstances and expectations and commitment to understand and remedy interpersonal conflicts.
- **Work Habits** – Demonstrates commitment, dedication, cooperation, positive behavior, adaptability, and flexibility with changes in jobs and duties. Being able to anticipate change and bring about changes when they are needed with proper professionalism.
- **Creativity** – Uses unique approaches and inventiveness. Seeks new alternatives and ideas. Takes appropriate action, and is efficient, resourceful, and creative in attaining position objectives. Ability to be self-directed.
- **Business & Organization Knowledge** – Having knowledge of The Tobin's business involves understanding our industry and how the incumbent's position and knowledge plays an important role in the success of the organization. It also includes the ability to acquire new knowledge of our industry and using this information to get things done.

Work Environment and Physical / Mental Activities:

- Climate controlled office environment; Minimal exposure to inclement weather. Regular work hours can include evenings and weekends. Exposure to computer screens.
- Ability to operate assigned office equipment and to adhere to all safety guidelines.
- Standing, walking, sitting for prolonged periods of time; reaching, stooping, bending, kneeling, navigating stairs, hand and finger dexterity, clear speech, hearing / listening.
- Clarity of vision with the ability to bring objects into sharp focus; color perception.
- Intense concentration over extended periods of time can include frequent interruptions for questions and advice. Stress associated with competing priorities and time deadlines is occasionally an element of this position which must be recognized and successfully managed.
- Ability to lift up to 30 pounds.
- Ability to maintain confidentiality and discretion.

Machines, Tools, Equipment and Work Aids: Representative but not all inclusive of those commonly associated with this position are computer, printer, copier, hand radio, and telephone.

Communication:

An Application for Employment must be filled out in order to be considered for employment. The Tobin Center Application may be found at www.tobincenter.org under the "About" tab. Please send an availability schedule and resume in addition to your application.

Mail Application to The Tobin Center Administrative Offices at:
 115 Auditorium Circle
 San Antonio, TX 78205
Attn: LuAnn Stidham

Or email to: LuAnn.Stidham@tobincenter.org