

Business and Partnership Manager

Location: Aratoi Wairarapa Museum of Art and History, Masterton

Reports to: Director

Employment Type: Part-Time (20-25 hrs per/week)

Purpose of the Role

To strengthen Aratoi's financial sustainability and strategic positioning through business development, stakeholder engagement, and funding growth. This role supports Aratoi by enhancing business resilience, overseeing financial and business operations, cultivating partnerships, and ensuring transparent and professional communication with sponsors and stakeholders.

Key Responsibilities

1. Business Development & Resilience

- Develop and implement strategies to diversify income and strengthen financial sustainability.
- Develop, with the Director, a business continuity and resilience plan.
- Identify and mitigate financial risks in alignment with Aratoi's strategic goals.

2. Funding & Sponsorship

- Lead the identification and acquisition of new funding sources including grants, donations, and corporate sponsorships.
- Develop compelling proposals and sponsorship packages that reflect Aratoi's brand and mission.
- Maintain transparent and professional relationships with funders and sponsors, ensuring timely reporting and a "no surprises" approach.

3. Partnership & Stakeholder Engagement

- Build and manage strategic partnerships with iwi, local government, businesses, and community organisations.
- Support the Director in stakeholder engagement, including regular meetings and communications.
- Prepare high-quality collateral, reports, and prospectuses to present Aratoi's value to stakeholders.
- Contribute to growing Aratoi's national profile and regional visitor numbers through strategic partnerships.

4. Financial Management

- Collaborate with the Director to support the overall financial health of the museum.
- Contribute to the development and monitoring of the museum's annual budget and financial planning.
- Provide oversight for partnership and sponsorship agreements, ensuring value for investment and compliance.
- Assist in preparing financial reports for the Board, funders, and stakeholders.
- Oversee and process the accounts receivable and payable with Retail and Operations Manager and Director.
- Work with the Retail Manager to oversee retail finances.
- Prepare end of year financial statements for audit.
- Process staff payroll in coordination with the Director.
- Familiarity with Xero is advantageous.

5. Communications & Brand Alignment

- Ensure all partnership and sponsorship communications align with Aratoi's brand and public affairs strategy.
- Support the development of narratives and collateral that reflect Aratoi's mission and impact.
- Work with the Director to maintain transparency in communications with stakeholders and the public.

Key Relationships

- Internal: Director, Curatorial, Education, Retail and Visitor Services Staff
- External: Funders, Sponsors, Local Government, Iwi, Community Leaders, Business Partners, Media

Person Specification

Essential

- Proven experience in business development, fundraising, or partnership management.
- Strong financial literacy and budget management skills.
- Excellent interpersonal and relationship-building abilities.
- Strategic thinker with a proactive and solutions-focused mindset.
- Excellent written and verbal communication skills.

Desirable

- Experience in the arts, culture, or not-for-profit sector.
- Knowledge of the Wairarapa region and its communities.

- Familiarity with Te Tiriti o Waitangi and bicultural partnership principles.

Key Performance Indicators (KPIs)

KPI's subject to annual review.

Area	KPI
Funding Growth	Achieve a minimum of 10% year-on-year increase in external funding.
Sponsorship Acquisition	Secure at least 1 new corporate sponsorship annually.
Stakeholder Engagement	Maintain active relationships with at least 5 key stakeholders, with regular documented engagement.
Financial Oversight	Contribute to budget planning and maintain $\leq 5\%$ variance in budgets.
Reporting Accuracy	Deliver accurate and timely financial and stakeholder reports.
Brand & Communications Alignment	Ensure all external communications and sponsorship materials reflect Aratoi's brand and strategic messaging.
Business Resilience	Develop and implement a business continuity plan.
Community Visibility	Contribute to increased visibility of Aratoi through strategic partnerships and media engagement.