



NEW ZEALAND fashion Museum

Position Description

Job Title	NZFM Business Development Manager	Contract Timeframe	12 months. 20 hours per week.
Reports to	New Zealand Fashion Museum Board	Location	Virtual
Number of Direct Reports	1 contractor plus freelance individuals as needed.		

Role Purpose

The primary role focus of the NZFM Business Development Manager is to create new opportunities, relationships and income streams that sustain the NZFM into the future; and to also oversee general operations. Approximately 75% of your time will be spent on developing new opportunities and 25% of your time on internal operations.

Key Relationships

Internal:	Website and Social Media Manager. Current Guest Curator-Doris de Pont.
External:	Other Guest Curators. Media. Current Database and Supporters. Corporate Sponsors/Partners. Grants organisations. Outside resources as needed.

Key Responsibilities

- Brokering new opportunities and relationships for the NZFM
- Ensure there is an ongoing revenue stream for the organisations through leveraging the database, partnerships and corporate sponsorships. Grant writing to be done in conjunction with the Board.
- Oversee the day to day operations of NZFM
- Ensure NZFM digital assets are protected
- Develop a collection policy to inform the growth of the digital assets to meet current and future demand
- Lead the NZFM's operations and client facing content through both the enhancement and execution of the NZFM's Strategic Plan.
- Liaise with guest curators to ensure that exhibitions are maximised digitally.
- Maximise and capitalise on the current NZFM database for donations, content creation etc.
- Prepare and present project budgets to the Board and report against said budgets.
- Ensure the NZFM is accountable at all times to external funders.

The successful applicant will be:

Highly organised with exceptional time management skills.

- Have relationship management experience
- Comfortable and confident with raising funds for organisations.
- Self-motivated and able to report to a board
- Have knowledge and interest in New Zealand culture and fashion. A passion for what NZFM is about.
- Proven experience as a digital first thinker with competency in CMS.
- Familiar and conversant with all forms of marketing and social media platforms including Facebook, Twitter, Instagram, Pinterest etc.
- Experience with E-commerce and different website e-commerce platforms.
- Commercially savvy and able to develop project budgets and track timelines.
- Have excellent communication skills - both written and verbal.
- Experience in commissioning curators, content creators and freelance writers and providing feedback and guidance to ensure delivery of appropriate content.
- Collaborative.
- Experience managing people, processes and projects.