



RECRUITMENT PACK

DEVELOPMENT MANAGER

A fundraising role



Absolutely Cultured is seeking to appoint a full-time Development Manager to drive forward its fundraising activity in support of an ambitious artistic and community programme and to ensure the future sustainability of the organisation. This is an outward-facing role with exciting and profound scope for impact. You will be directly responsible for income generation across trusts/foundations, sponsorship and individual giving, provide fundraising leadership and momentum internally and work with creative, influential and fascinating people. While this is a role well-suited to people with a track record in fundraising, we welcome applications from candidates with transferable skills gained from experience in marketing, sales and other related disciplines.

Job description

Post:	Development Manager	Department:	Partnerships & Development
Reporting to:	Executive Director	Direct reports:	Development Officer
Based:	Central Hull	Salary:	Up to £35,000 (full time)

Background

Absolutely Cultured’s core purpose is to put culture and creativity at the heart of people’s lives and to drive Hull’s ambitions and aspirations. Launched in 2018 and built on the foundations of the company that delivered Hull’s momentous year as UK City of Culture, we deliver an ambitious and high quality programme of cultural events across the city that is accessible to all and cement the city’s reputation as a UK centre for creativity and culture. As well as our highly-visible spectacular public events, our programme includes Humber Street Gallery, a leading venue for cutting edge visual arts, our award-winning volunteer programme, work to develop the creative sector in Hull and an emerging project focusing on children and young people growing up post-2017 called Generation Hull.

Absolutely Cultured’s is a registered charity, number 1162199, and our lead supporters are Hull City Council and Arts Council England. We also receive project funding from a wide range of funders including Heritage Fund, NESTA, Spirit of 2017, British Council, trusts and corporate sponsors. We have recently signed off our Strategic Plan 2019-2022 which has ambitious targets attached.

Purpose

We have created this new role of *Development Manager* to drive forward Absolutely Cultured’s fundraising activity. This is a fundraising role, focused on income generation to hit targets set by the organisation to enable the delivery of our mission. Working to a strategy created by leading arts fundraising consultants The Management Centre (=mc) and Rob Shaw, this role will be responsible for developing and managing new income streams across all funder groupings, i.e. trusts/foundations, corporate sponsorship and partnerships and individual giving. You will be the engine room of Absolutely Cultured’s fundraising; this a hands-on role and will work closely with external fundraising consultants, the Chief Executive and Board, and across teams to place fundraising at the heart of the organisation.

You will have experience of working in specifically in fundraising or business development, sales, partnership management or account management - ideally gained within an arts and cultural context. You will be confident and entrepreneurial, an exceptional communicator and able to instil a sense of

credibility, and create and present the Absolutely Cultured vision, mission and proposition to a range of potential funders and partners.

This is a fantastic opportunity to be at the forefront of helping to plan, coordinate and implement new fundraising activity for a ground-breaking organisation with ambitious plans.

Responsibilities

Reporting to the Executive Director, you will be Absolutely Cultured's lead fundraiser, responsible for the day to day delivery of fundraising activity at Absolutely Cultured but also supporting others from across the organisation to play an active role in fundraising.

A working week may include writing funding applications, presenting to business leaders, influencing and negotiating at meetings with potential supporters and experiencing world-class cultural projects for learning and inspiration. Alongside this, you will be responsible for day-to-day management of our Development Officer and putting systems in place for monitoring and growing fundraised income and the effectiveness of Absolutely Cultured's fundraising methods.

The role requires an individual who can work across teams and complex organisations to lead partnership activity. Arts organisations are fast-moving and plans are often fluid; you must be comfortable with working in such an environment and working with creative people to bring structure and strategy to fundraising activity.

Key responsibilities:

- Work with the Executive Director, CEO, external fundraising consultants and a board member with high-level fundraising expertise to implement Absolutely Culture'd strategic fundraising plan
- Ownership of fundraising targets, both project-based and 'mission funding'
- Prospect research to create a comprehensive list of potential funders and partners
- Prepare funding applications and sponsorship proposals to a high professional level
- Relationship management with partners, sponsors and funders, including regular meetings and the preparation and submission of funding and evaluation reports
- Monitor and report against agreed income targets
- To be a 'face of Absolutely Cultured': represent us at external events/conferences and act as an ambassador for the organisation, protecting and promoting its reputation at all times
- Plan and help organise events to cultivate and maintain relationships with funders and partners
- Line management of Development Officer, including coaching, building skills, setting work and monitoring performance
- Overseeing funder administration, including liaising with finance team for invoicing, scheduling payments, monitoring and reporting

Candidate profile

Experience

- A minimum of three years' experience of working in a commercial or not-for-profit environment within a fundraising, business development, sales or account management role, ideally (but not critically) within the arts and cultural sector (essential)
- Experience of working with high value (up to 7-figure sums) clients or supporters/donors (essential)
- Specific and demonstrable experience of writing funding applications, sponsorship proposals and fundraising materials (desirable)
- Experience of working at a senior level; close working with Directors, Trustees and business leaders and external representation (essential)
- Experience of influencing internal teams particularly in developing projects, projecting a sense of confidence and knowledge of subject matter (essential)
- Line management experience (desirable)
- Demonstrable experience of influencing and negotiation techniques (essential)
- Experience of preparing and delivering high quality fundraising bids/grant applications/tenders, both in written and verbal form (essential)
- Experience of account managing a wide portfolio of sponsors, clients or funders (essential)
- Experience of leading on event planning, management and delivery, eg fundraising dinners, launch events, product launches (desirable)

Skills, knowledge and qualifications

- Fundraising qualifications or membership of Institute of Fundraising desirable
- Excellent oral and written communication skills including ability to engage with internal and external contacts at all levels, to listen intelligently and to converse clearly and confidently by telephone and in person
- Highly numerate: comfortable with complex budgets, payment schedules and organisational finances
- Knowledge of funding contracts/agreements, reporting models and an outstanding attention to detail
- Ability to quickly digest large amounts of complex data and convert into compelling arguments for support/investment for a range of audiences
- Strategic and professional approach when working with internal and external stakeholders and ability to manage expectations effectively
- Research skills, utilising a variety of tools in order to build a large group of potential supporters
- Tech and digital savvy: competence using Microsoft Office or similar and familiar with CRMs, fundraising applications and tools
- Ability to be organised and to prioritise workload to produce quality work to tight deadlines
- A multitasker: able to work on a large number of projects and with a large portfolio of funders simultaneously

- Can demonstrate an interest in and appreciation of the activities, purpose and ethos of Absolutely Cultured and commitment to Hull's ongoing regeneration

Behaviours

- Self-motivated, focused and proactive: makes things happen
- Strong leadership qualities: innovative, big picture thinker and energetic
- Focuses on outcomes: identifies and deals with obstacles to success and takes ownership of given tasks and targets
- Develops performance: reviews and learns from work done, suggests ideas and improvements and requests, accepts and acts on feedback given
- Builds capability with team members through knowledge exchange, sharing best practice and celebrating success
- Prioritises and delivers: assesses objectives and plans work to meet internal and external deadlines
- Promotes teamwork and co-operation
- 'Goes the extra mile' to ensure delivery and satisfaction

Terms of employment

Salary

Up to £35,000 per year, dependent on experience.

Annual leave

Five weeks (25 days) paid holiday per annum, plus public holidays and bank holidays (currently 8 per year).

Pension

Following completion of the probation period, Absolutely Cultured offers a Workplace Pension Plan operated by The People's Pension, whereby we match employee contributions up to an agreed limit.

Working hours

This is a full-time post, assuming a minimum of 35 hours per week. Standard Absolutely Cultured office hours are 9am - 5pm, Monday – Friday. With this as a baseline, we're open to discussing flexible working options including reduced or compressed hours, remote working and flexible start and finish times. Due to the nature of the role and our sector, some evening and weekend work will be required.

Base

The post is based at Absolutely Cultured's office at Pacific Exchange, 40 High Street, Hull, HU1 1PS.

How to apply

To apply, please submit your CV and a brief statement (maximum two A4 sides) describing your suitability for the position and specifically how your past experience matches the job description and candidate specification.

Applicants should provide contact details for two professional references but we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to second interview, prior to making an offer. All offers of employment will be subject to the receipt of satisfactory references.

Please submit your application and completed equal opportunities form by email with 'Development Manager' in the subject line to recruitment@absolutelycultured.co.uk by noon on Monday 3 June 2019.

For an informal conversation about the role, please contact Jo Franklin, Executive Director at jo.franklin@absolutelycultured.co.uk.

Informal Stage 1 interviews will be held during the week commencing 10 June 2019.

Absolutely Cultured Ltd is an equal opportunities employer and it does not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.