

**OCTOBER 2020
DEVELOPMENT MANAGER**



Dear Applicant,

Thank you for your interest in working with Absolutely Cultured. We are a cultural development organisation passionate about the ability of arts and culture to be a vehicle for change.

Working for Absolutely Cultured offers you a unique chance to gain experience and develop skills in a team that seeks out opportunities to strengthen Hull's cultural landscape, and the role it can have in the city's growth and development.

The organisation is at an exciting stage of development, currently working to transition our Humber Street Gallery venue, our visual arts, talent development and learning & participation programmes into an integrated, vibrant and audience-focused offer, providing multiple opportunities for audiences and practitioners. At the same time, volunteers from our ground-breaking volunteer programme are increasingly working in communities beyond the city centre, exploring how creativity can impact peoples' lives through our social action work. Joining the Absolutely Cultured team at this pivotal time will provide a rare opportunity to shape its future.

We are committed to providing equality of opportunity for all staff and welcome applications from all individuals for advertised jobs that match their skills and interests.

We are committed to the fair treatment of all employees and applicants and require all employees to abide by and adhere to this general principle. We aim to meet both our statutory duties in relation to equal opportunities by complying with the terms of the Equality Act 2010, and to follow accepted good practice in this area.

As well as information specifically related to the position of Development Manager at Absolutely Cultured, this recruitment pack provides the following:

- Details on how to apply
- Information about Absolutely Cultured
- Job Description and Person Specification
- Employment Terms and Benefits

I hope that you find this information helpful, and we look forward to receiving your application.

Yours faithfully,
Stephen Munn, CEO and Artistic Director

ABOUT ABSOLUTELY CULTURED

Absolutely Cultured is a registered charity which started life as the organisation set up by Hull City Council to deliver Hull's year as UK City of Culture, known during this time as Hull 2017. In May 2018, with a new name and a different remit, Absolutely Cultured began.

Our team is based at Humber Street Gallery in Hull's fruit market district. We work in partnership across the city to ensure that the spark that was lit in Hull UK City of Culture 2017 never goes out and that we continue to evolve and shape our city with creativity at its heart.

Over the next three years we aim to solidify our place as a key cultural organisation in the city operating from a cross artform venue in the city centre. We strive to work as a city-wide facilitator aligning creativity, imagination, expertise and networks with partner organisations in Hull and beyond.

Our Vision

To enrich the lives of the people of Hull through facilitating cultural programmes of excellence.

Hull. Where the creation and creativity of arts and culture are embraced, valued and intrinsically linked to the prosperity of the city and to enriching people's lives.

Hull. Among the most culturally engaged cities in the UK, where local, national and international arts and culture are part of the city's DNA and as available as water.

Hull. Where opportunities to engage in the arts and culture are varied and prevalent.

Hull. Where careers in the arts and cultural and creative industries are real options, with ambitions and aspirations nurtured and supported.

HOW TO APPLY

Please ensure you have read the information below before applying.

Job Description and Person Specification

The job description and person specification outline the role purpose and key accountabilities of the post as well as the experience, knowledge and skills that we are looking for. You should make sure that you meet all the essential criteria and demonstrate this through your application.

Equality Monitoring

We ask candidates to provide equality monitoring information by completing our Equal Opportunities Form so that we can monitor our equality policy and practices. The information you provide will not impact on the consideration of your application and will be used solely for the purpose of monitoring.

How to Apply

Please submit an [equal opportunities form](#) and send a CV & cover letter explaining how your experience and skills meet the requirements of the role along to recruitment@absolutelycultured.co.uk.

Applications must be completed and submitted by 9am 22 October 2020

If you have any questions or want to discuss the post before applying, please contact us via email to recruitment@absolutelycultured.co.uk.

Interviews will take place on 5 November 2020

We would like to thank you for your time and effort in submitting your application.

JOB DESCRIPTION

POST:	Development Manager	DEPARTMENT:	Corporate
REPORTS TO:	CEO & Artistic Director	DIRECT REPORTS:	N/A

LOCATION: Hull

CONTRACT TYPE: Permanent Full Time (37 hours per week)

SALARY: £27-32,000 (FTE)

PURPOSE

This role is crucial to the development and implementation of Absolutely Cultured's fundraising and income generating strategies, which aim to build sustainable and diverse funding for Absolutely Cultured. Accountable for building relationships with trusts & foundations, statutory funding bodies, our supporters, customers and local businesses, the role will seek out opportunities for grant funding, corporate sponsorship, major gifts and individual giving to meet fundraising goals.

As a key member of the organisation, the role will focus on private and public fundraising and support the development of a mixed economy model to enable Absolutely Cultured to deliver its artistic programme.

RESPONSIBILITIES

Key accountabilities

- Develop and implement Absolutely Cultured's rolling three-year strategic plan for fundraising to maximise income generation, ensuring fundraising targets are met and/or exceeded
- Support the development and delivery of the organisation's commercial plan.
- Identify, open, develop and maintain long-standing relationships with key partners/ supporters through good stewardship
- Devise and develop a model for corporate partnerships and sponsorship
- Develop and coordinate digital fundraising and sales, and investigate the feasibility of using digital resources such as online auctions, crowdfunding and merchandise sales
- Project management of fundraising activities
- Represent Absolutely Cultured and advocate its work at relevant networks and forums.
- Work with the public engagement team to ensure all fundraising messaging is aligned to our brand, vision and mission as well as meeting the needs of our fundraising strategy

- Maintain up to date knowledge of the legal and regulatory framework and practice which applies to fundraising such as FRSB, IOF and data protection regulation such as GDPR and PECR

Key tasks

- Lead on, implement and update the organisation fundraising plan
- Lead on the communication with all funding stakeholders
- Research Trusts and Foundations, identifying suitable funding partners, develop positive relationships with target organisations and write high quality applications for funding
- Manage the reporting process to funders
- Lead on developing individual donor recruitment and development such as devising a 'friends of Absolutely Cultured' group
- Co-ordinate corporate approaches, including employee giving programmes and matched giving from employers
- Create and introduce new fundraising initiatives and individual giving campaigns
- Co-ordinate a fundraising calendar and support third party events
- Manage CRM databases that record donor contact and preference information
- Make risk analyses and balancing time-cost ratios to focus effort on the most appropriate fundraising activities with the highest chance of success.
- Report monthly on financial and activity to CEO & Artistic Director and SMT
- Implement robust processes, plans and supporting budgets to maximise accuracy and efficiency

PERSONAL SPECIFICATION

SKILLS & EXPERIENCE

Essential

- Commitment to Absolutely Cultured's goals and values

Knowledge

- Fundraising best practice and fundraising regulations such as FRSB, IoF
- Donors and grant makers that support work in our sector and in our area
- Marketing best practices and GDPR and PECR regulations
- Educated to degree level or higher

Experience

- A proven track record of delivering fundraising success in a charitable organisation, ideally across multiple fundraising areas
- Successfully raised significant funds from trusts & foundations, statutory funders and major donors

- Proven experience of and ability to plan effectively at the organisational level.
- Evidence of success in writing effective grant applications and ensuring reporting on successful bids
- Understanding of building capacity and sharing knowledge.
- Evidence of effective budgeting and managing resources.
- Experience of developing and implementing strategic plans

Skills

- Excellent verbal and written communication skills
- Excellent influencing and relationship building skills
- Strong interpersonal skills; a collaborative team player
- Excellent project and people management skills
- Tenacity in seeking results and a high level of representational and negotiation skills
- Ability to make decisions and take the initiative, as part of managing a varied workload
- Excellent computer and IT skills

Desirable

- Knowledge of businesses in Hull & the East Riding or Yorkshire
- Experience in the arts and charity sector
- A successful track record in engaging High Net Worth Individuals and Corporate clients
- The ability to network an existing database of contacts

BEHAVIOURS

- **Makes things happen:** Is self-motivated, focused and proactive. Goes the extra mile to ensure delivery and to achieve outcomes
- **Thinks strategically:** Looks ahead to scan opportunities. Maintains awareness of the broader context we operate within
- **Is Entrepreneurial:** Thinks creatively and embraces innovation to identify opportunities, to solve problems and to find different ways of doing things to better achieve our mission
- **Works collaboratively:** Looks for ways to work in partnership and to involve stakeholders and audiences to be greater than the sum of our parts. Promotes team work and cooperation
- **Focuses on solutions and outcomes:** identifies and deals with obstacles to success, taking ownership of tasks, goals and targets. Assesses objectives and plans work to achieve goals
- **Learns and develops:** Reflects on and evaluates work in order to continually learn and improve. Makes suggestions and offers ideas for

improvements that can benefit the wider organisation. Is open to and acts on feedback

- **Encourages and supports:** Takes an open approach to knowledge exchange, sharing best practice and celebrating success. Proactively encourages others to develop in their roles
- **Adapts and responds:** Works flexibly to recognise changes arising and responds accordingly. Is open to change and opportunities

How to Apply

Please submit an [equal opportunities form](#) and send a CV & cover letter explaining how your experience and skills meet the requirements of the role along to recruitment@absolutelycultured.co.uk by **9am on 22 October 2020**

EMPLOYMENT TERMS AND BENEFITS

DEVELOPMENT MANAGER

Details of the post are given below and in the job description. You should take care to show in your application how you can fulfil the requirements of the job.

Term of Appointment

This is a permanent full-time contract, subject to pre-employment checks.

Hours

Your contracted hours of work are 37 hours per week, from Monday to Friday.

Pay

The salary will be £27-32,000 FTE, DOE

Pension

Pension benefits are provided under the company pension scheme.

Annual Leave

The annual leave allowance is 25 days per annum pro rata plus all statutory holidays.

Place of Work

Under normal circumstances work will be based at our office on the first floor of Humber Street Gallery. Remote working and national and international travel may also be required where necessary.

Probationary Period

All appointments are subject to satisfactory pre-employment checks, which may include a Basic Disclosure and Barring Service (DBS) check subject to the position you have applied for. Further details will be provided when an offer of employment is made or are available on request. This position is subject to a 3 month probationary period.

Equality

We are an equal opportunities employer and would particularly welcome applications from disabled candidates and those that identify as Black or People of Colour as these groups are currently under-represented within our staff team. If you would like to submit your application in a different format, we are happy to

facilitate this. Please contact us via recruitment@absolutelycultured.co.uk so that we may discuss suitable alternatives.

Data Protection

Absolutely Cultured is committed to protecting your privacy. All personal data given as part of your application will be held and processed securely by us in accordance with the GDPR and Data Protection Act 2018. It will be used to administer your application in the recruitment process and to monitor our equal opportunities policy and practices.

Application forms of successful candidates will be retained by Absolutely Cultured and will form the basis of the employment contract and personnel record. Application forms of unsuccessful candidates will be retained for a maximum of 6 months and then securely destroyed. Your information will not be passed to any other third parties during the recruitment process.

By submitting your completed application form you are consenting to your personal data being used and held as described above.

Please ensure that the information you give to us is correct and that you let us know of any changes as soon as possible.