

Diverse City



Till We Win Extraordinary Bodies Young Artists: image ©Diverse City

Development Manager- Candidate Pack

This Candidate Pack is available to listen to as an audio recording, or to watch in a BSL video. Alternative versions can be provided on request.

Contact: Recruitment@counterculturellp.com

About us

JUSTICE

OPTIMISM

CREATIVITY

COLLABORATION

Diversity is central to our name, our art, and our values. We believe that theatre with its roots in diversity helps us imagine a fairer world, so that we can make one.

We co produce new nationally significant touring shows that centre equal representation. Our flagship collaboration is with Cirque Bijou. Together we lead Extraordinary Bodies, creating bold, provocative new circus performance. We are a National Portfolio Organisation (NPO), supported by Arts Council England alongside trusts, foundations and allies.

Our mission is to fight for equality on stage, off stage and in the audience. Career pathways into the arts are open to the few and people facing barriers to the arts are all underrepresented in arts organisations, including ours. We want to change that. So, we encourage applications from people from underrepresented groups.



Mid Life Diverse City: image@Chelsey Cliff



Human Extraordinary Bodies Image ©Ali Wright

"Diverse City's work is truly pioneering - they are working towards a step-change in the sector. Their ambition - to place diverse groups at the centre of the industry - reaches wide into leadership, performance, professional development and the culture of the workplace." - Arts Council England

Hello & welcome!

Thank you for your interest in role of Development Manager for Diverse City. The last 2 years have been focused on producing and touring Extraordinary Bodies shows - Human, Delicate and Waldo's Circus of Magic and Terror - alongside work for the Next Generation and Communities. Whilst continuing to develop and make shows, we are in a period of reflection, learning and planning. We are consolidating successes and this role is critical in supporting us to take the Company forward through fundraising leadership.

If you have experience and commitment to collaborative working, nurturing the voices and perspectives of all, social justice and the value of the arts, we are looking for you. The future for Diverse City is exciting. We'd be delighted if you were to consider playing a role in realising our aspirations.

We look forward to hearing from you,

Jamie Beddard & Claire Hodgson
Co-Artistic Directors, Diverse City.

About the role

Job description

Job title	Development Manager
Salary	Up to £40,000 pro rata (PAYE)
Manages	No current Line Management responsibilities
Location	Flexible - home, shared office (we have no central office). Occasional travel nationally including London and South West UK.
	Diverse City will provide the necessary computer hardware and software, with computer specifications dependent on individual role requirements and contract.
Hours	3.5 days per week Permanent position
Benefits	36 Days Holiday pro rata including bank and public holidays Auto-Enrolment Pension Scheme (NEST) 3% employer contribution on earnings above £6240

Purpose of the role of Development Manager

A new, key role supporting the development and implementation of Diverse City's fundraising strategy.



Waldo's Circus of Magic and Terror, Extraordinary Bodies: image ©Paul Blakemore

Role Description

Act as the key point of contact at Diverse City, for matters relating to the development and implementation of its fundraising strategy.

Key areas include:

- Trusts and foundations
- Individual and corporate giving
- Event planning
- Good practice, such as ethical fundraising
- General

Trust and foundations

- Update the trusts and foundations database and managing the pipeline of activity
- Prepare tailored applications to trusts and foundations
- Manage reporting deadlines to funders
- Work closely with the artistic teams and Executive Director to shape proposals
- Create budgets working with the Executive Director, Finance Director, Artistic Directors and Project Leads

Individual and Corporate Giving

- Create individual giving schemes, exploring the potential for new initiatives such as membership and legacy programmes
- Cultivate relationships with potential individuals and steward donors
- Research potential corporate supporters - both corporate social responsibility (CSR) and sponsorship
- Pitch to potential donors and supporters

Event Planning

- Create a programme of cultivation events which could:
 - thank and nurture existing donors
 - act as a precursor to giving
 - introduce individuals and companies to potential campaigns
 - begin new relationship development

Good practice, such as ethical fundraising

- Development of an ethical fundraising statement, in partnership with Executive and Board
- Ensure compliance with fundraising regulations
- Supporting team in being part of a fundraising culture

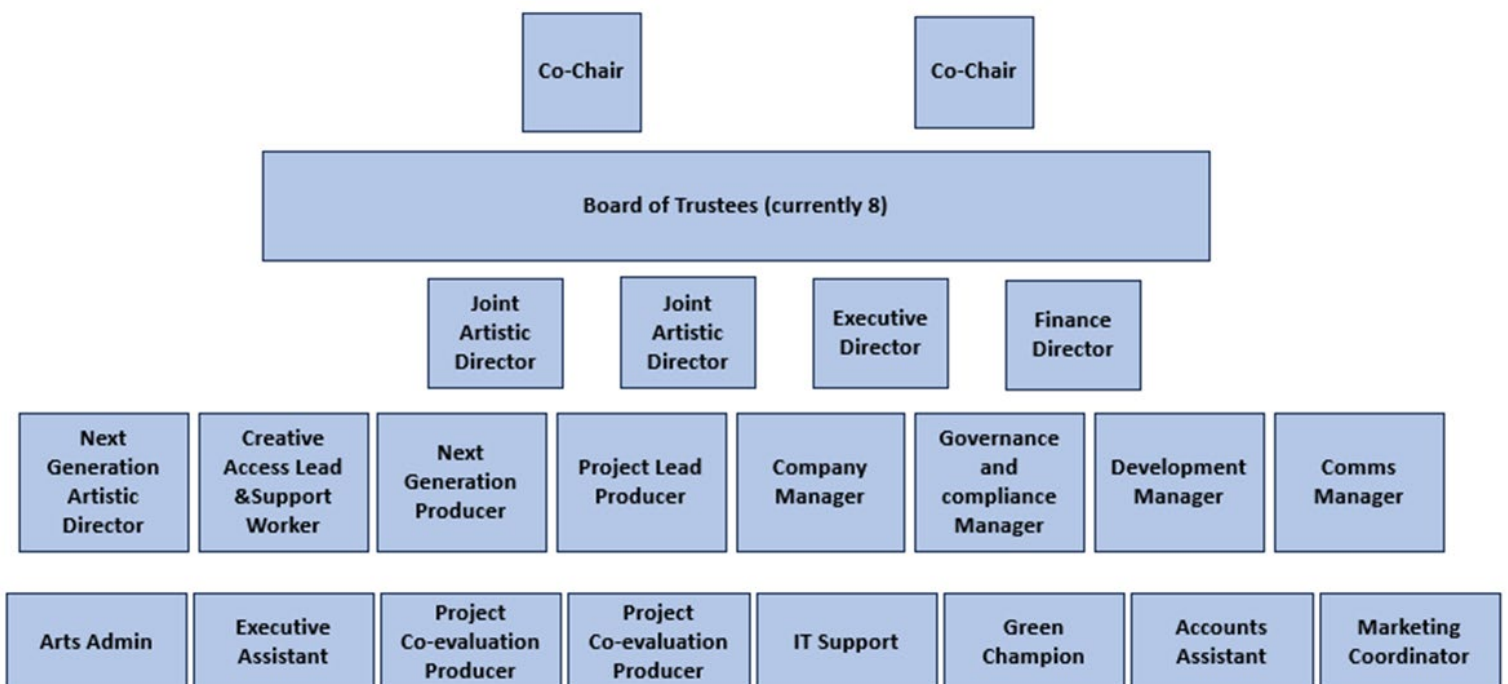
General

- Ensure compelling company messaging around charitable giving on and offline
- Create and monitor income targets
- Manage fundraising budget
- Act as a positive member of the team, in line with Diverse City's values
- Attend planning meetings, events (including occasional early morning, evening and weekend events) and contribute to project development



Unexpected Leaders: image©Diverse City

Organisational Chart



Person Specification

Evidence of alignment with charity's vision, mission, values and commitment to equality, diversity and inclusion.

Lived experience of disabling or marginalising barriers.

Understanding and experience of performing arts landscape, key figures, organisations and funders.

Working style

Curious, inclusive and collaborative and proven ability to work as part of a team across all levels.

Ability to problem solve independently, manage time & pressure.

Willingness to work flexibly, adapt to new tasks and balance workload in response to changing demands.

Motivated, demonstrable ability to take initiative and desire to achieve results.

Clear communicator, team player, tolerant of other views.

Ability to treat sensitive information confidentially.

Development

Fundraising track record, delivering against targets (in a similar sized arts or not-for-profit) and of securing significant donations at the five-figure level or more.

Experience of monitoring and reporting against targets and managing budgets.

Adept at supporting and structuring negotiations and at building relationships with stakeholders including Arts Council England.

Thorough knowledge of the relevant fundraising legislation, regulations and financial issues and fundraising obligations of arts charities/Arts Council National Portfolio Organisations.

General

Strong literacy, administrative, time management and organisational skills.

Proactive approach to continuing professional development.

Experience of dealing with public sector organisations at a senior level.

Membership of relevant educational and/or professional bodies.



How to apply

Send your CV, and one side of A4 telling us why you fit this role
or
record up to 3 minutes of audio or video telling us why you fit this role.

Click this [LINK](#) to

Upload your recording or CV or E-mail directly to Recruitment@counterculturellp.com
Fill in our [monitoring form](#) and [access audit form](#)

Please include contact details in your CV or recording.

People from the global majority, who are LGBTQIA+, disabled and/or from working class or low socio-economic backgrounds are particularly encouraged to apply.

We guarantee interviews to all candidates identifying as D/deaf or disabled who meet the person specification outlined above.

Application Timeline

Please apply by: **10am 12th June 2024**

We'll be in touch by: **14th June 2024**

We'd like to meet you **online week commencing 17th June 2024 and in person on the 24th or 25th June 2024** (tbc) if selected for interview. Interviews will be held in London: we will cover travel expenses and can provide access support as required to interview.

Got a question?

Email: Recruitment@counterculturellp.com

Need another format?

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Waldos Circus of Magic and Terror Extraordinary Bodies image ©Paul Blakemore