

Job Description

Job Title:	Development Manager
Reporting to:	Head of Business Services

Vision, Mission, and Values

All British Ceramics Biennial team members work within the spirit of and contribute to the delivery of our vision, mission and core values.

Our Vision

Making change through clay

Our Mission

To develop, sustain and expand innovative ceramics practice and improve lives together with artists and creative communities

Our Values – The Way We Work

- Bold
- Accountable
- Welcoming
- Significant
- Grounded
- Inclusive
- Connected
- Collaborative

Job Purpose:

Through a proactive and innovative approach, manage the formulation and implementation of BCB's development strategy to support the delivery of business plan objectives. Informed by data analysis and organisational insight, identify and pursue fundraising and other income generation opportunities with the aim of supporting continued delivery of existing projects as well as new initiatives.

Responsibilities:

1. Collaborate with senior leadership team to develop and implement an effective Development (fundraising) Strategy which identifies, defines and contributes to strategic objectives.
2. In collaboration with the Head of Business Services collate data and manage the monitoring, grant draw down, evaluation and reporting on grant agreements and project outcomes linked to Arts Council England National Portfolio Organisation requirements and those of other funders. Ensure funders are kept informed of outcomes according to their specific requirements and timings.
3. Take a proactive role in researching and working with colleagues to identify potential funders including charitable trusts, foundations and philanthropy/high net worth individuals.
4. Manage BCB's compliance with the Code of Fundraising Practice. Monitor changes in best practice and share relevant updates with team.
5. Develop, write and submit high quality funding bids which reflect BCB's vision, mission and values, support delivery of business plan targets and meet funding criteria.
6. Identify and work with corporates to develop donor, sponsorship and corporate social responsibility relationships and other programmes, to enable businesses to make a positive contribution to the work of BCB.
7. Make proposals for bids to senior leadership team and agree which bids should be taken forward.
8. Work with colleagues to help to identify projects which can be delivered by BCB backed by funding opportunities in alignment with BCB's strategic direction and business needs.
9. Identify and pursue other income generation/donation opportunities including that from the studio, the biennial and other events.
10. Foster relationships and support the delivery of events and programmes to grow income from trusts, corporates and individuals, directly with BCB and via wider networks including Stoke Creates and Made in Stoke.
11. Work with Communications & Audiences Manager to use data and other intelligence to inform future BCB delivery and fundraising plans. Utilise insight data relating to equality and diversity and the demographics and specific needs of local communities.
12. Work with the Communications & Audiences Manager to arrange and manage regular sessions to share demographic/social evidence and insight with BCB team and support use of evidence in BCB delivery.
13. Stay up to date with social trends, fundraising and development innovations, bringing ideas and opportunities to support the creation and delivery of innovative funding applications, particularly those relating to young people, health and addressing inequality.

14. Develop, maintain and contribute to the management of positive working relationships with current and potential partners, funders and stakeholders, ensuring they are engaged and well informed. Where appropriate, represent BCB at meetings and professional forums.
15. Collaborate with colleagues in supporting pre-application, monitoring and evaluation discussions and meetings with funders.
16. Maintain detailed and accurate records of all development applications. Track results and any exclusion periods.
17. Where possible, request feedback on the quality of applications submitted and use information gained to inform and improve future applications.
18. Ensure that all applications are adaptable to meet environmental aims, EDI objectives and diverse needs and interests informed by the Advisory Network, insight and demographic data.
19. Ensure all applications observe relevant legislation including safeguarding, health & safety, Equality Act and UK GDPR compliance.
20. Liaise with Finance Officer to ensure efficient processing of payments of grants, sponsorship, donations and other income.
21. Support colleagues where required in the management and delivery of the Biennial. Manage the biennial donation processes (on-site) and collaborate with the Finance Officer and Communications & Audiences Manager regarding digital donations.
22. Work with the Communications & Audiences Manager to identify marketing and communications opportunities stemming from development and insight activities. Assist with the production of copy for website, social media and other channels, ensuring all funds are acknowledged in accordance with grant agreements.
23. Provide quarterly progress updates to senior leadership team including review and evaluation of funding approaches and KPI targets.
24. Disseminate learning and experience via relevant channels, including professional networks, conferences, events and case studies, to share best practice and raise the profile and reputation of BCB.

General Requirements:

- Contribute positively and work in accordance with BCB's culture, values, aims and objectives
- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external events, meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that relevant policies, procedures and working practices are always adhered to
- Act as a positive ambassador for BCB
- Positively contribute to BCB's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably required
- Positively contribute to the evaluation of the impact of BCB programmes and other key business plan objectives.

NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed in consultation with the employee. As a general term of employment, BCB may effect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

[In accordance with BCB's Safeguarding procedures, this position requires a basic DBS check]

I confirm that I have read and accept the duties and responsibilities contained in this job description

Name (Please Print)

Signed

Dated

Person Specification

Qualifications	Essential	Desirable	Method of Assessment*
Graduate and/or relevant professional qualification (relevant experience may compensate)	*		A, C
Willing to undertake further professional training to keep informed of best practice		*	I

Experience	Essential	Desirable	Method of Assessment*
At least two years' experience in a successful fundraising/development role	*		A, I
Organising and delivering complex information in a user-friendly format	*		A, I
Delivering against income targets	*		A, I
Setting and achieving deadlines, managing simultaneous tasks and objectives	*		A, I
Working positively as part of a team	*		A, I
Experience with and understanding of business development processes and good practice	*		A, I
Producing successful fundraising plans and strategies	*		A, I, AT
Planning and delivering complex projects and solving problems as they arise	*		A, I
Producing high quality funding applications	*		A, I
Research and insight experience – gathering and analysing data		*	I
Facilitation, compilation and production of research and evaluation outputs		*	I

Knowledge & Skills	Essential	Desirable	Method of Assessment*
Ability to analyse, interpret and report on complex information	*		A, I, AT
Excellent verbal communication skills – able to engage others in an appropriate manner	*		I
Excellent written communication skills – able to produce high quality copy	*		A, I, AT
Deep understanding of business development/fundraising processes and initiatives	*		A, I
Able to produce quality funding applications	*		I
Skilled at identifying and nurturing productive partnerships	*		I
Understanding of workplace health and safety requirements	*		I
Highly competent user of Microsoft Office and statistical data sharing platforms	*		I
Knowledge of fundraising from corporates, charitable foundations and individuals		*	I
Understanding of performance reporting (analytics) processes and evaluation uses	*		I
Understanding of UK GDPR and Data Protection regulations	*		I
Project management skills – able to manage multiple projects and achieve desired results	*		I

Personal Attributes	Essential	Desirable	Method of Assessment*
Able to work calmly and professionally under pressure	*		I
Team player – work efficiently and effectively with colleagues and associates	*		I
Appreciation of the need for equality of opportunity for all – able to tailor approach accordingly	*		I
Excellent attention to detail and accuracy	*		I, AT
Ability to use initiative, work independently and take ownership	*		I
Enthusiasm for the work of BCB	*		I
Passion for development and fundraising	*		I
Creative flair balanced with analytical outlook	*		I
Able to multitask	*		I
Proactive approach, a self-starter	*		I
Operates with integrity and honesty at all times	*		I
Strongly identifies with BCB's core values and able to champion them	*		I

* A – Application / C – Certificate / I – Interview / AT - Assessment Test