

# Deputy Director of Development

## Job Information

**Job title:** Deputy Director of Development

**Salary:** £40-45,000 FTE per annum

**Based at:** The Factory, 319 Craigpark Drive, Glasgow (with potential to work from Edinburgh or Irvine)

**Travel:** Across central Scotland

**Reporting to:** Director

**Responsible for:** Development Manager & Communications & Marketing Coordinator

**Duration of contract:** Permanent, subject to satisfactory 3 month probationary period

**Working Hours:** 37.5 hours per week

**Qualifications & Experience:** Degree educated in relevant discipline.

**Other Essentials:** Subject to Disclosure Scotland check

**Closing date:** 10<sup>th</sup> June 2019 at 12noon **Interviews:** w/c 24th June 2019

**Expected Start Date:** We are keen for the successful candidate to start as soon as possible but are happy to discuss a mutually agreeable start date.

## Company Values

As a team of people we share the following values:

### Our values

#### CREATIVITY

We always place creativity at the centre of all that we do.

#### INTEGRITY

We are always honest and truthful and act with transparency.

#### EQUALITY

We value people's right to be different and ensure everyone has equal opportunity.

#### KINDNESS

We always treat everyone with care and respect.

#### AMBITION

We are always ambitious in what we want to achieve for our partners, participants and colleagues.



## What We Do

Established in 1994, Impact Arts is a national arts organisation which tackles inequalities in Scotland through creative engagement. We envisage a Scotland where everyone values and benefits from the power of creativity to transform lives.

Our strategic objectives are:

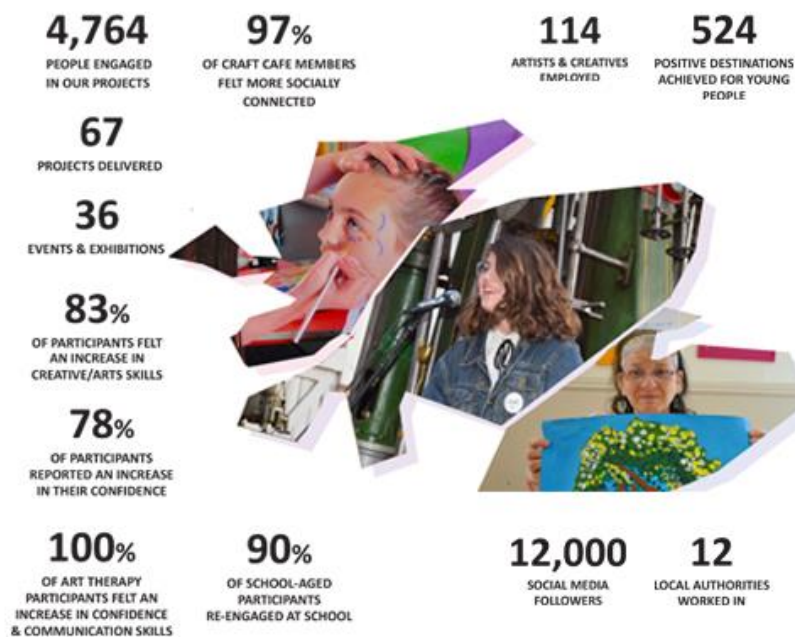
- We will transform **Children and Young People's** lives through impactful arts and creativity.
- We will grow **Communities** to become stronger and empowered through creative engagement.
- We will support **Older People** the opportunity to take part in life enriching arts and creativity.

We place innovation, enterprise and creativity alongside outstanding delivery, sound management and a strong ethos of partnership to tackle society's big issues. Our talented in-house and freelance artists across Scotland and beyond ensure that our artistic programmes, exhibitions, performances and events are of the highest quality. We exist to inspire creativity in people and regenerate our communities through a deep and rewarding relationship with the arts.

We have over 30 staff and 100 freelance artists working on services across Central Scotland with our Head Office in Glasgow. We work with multiple partners and funders all with a strong ethos #artchangeslives. We are supported on an annual basis by over 40 funders including Cashback for Communities, Skills Development Scotland, Big Lottery, Corra Foundation PDI, Scottish Government and a range of foundations and trusts.

## Our Impact

### 2017/18 in numbers:



## Background to the Role

Impact Arts operates in a fast paced funding environment with up to 50 funders supporting us to work with 5000 people each year by contributing towards our annual 60+ projects and £1.8m turnover. We are celebrating our 25<sup>th</sup> Anniversary in 2019, have recently launched our Strategy to 2022 and have a clear vision for the next three years supported by ambitious income targets. This is a key outward facing, leadership role within the organisation which will be central to us realising our ambition, responsible for securing significant levels of funding and developing strong strategic partnerships across the sectors in which we operate - employability, education, health, social work, regeneration etc.

We are looking for someone who is dynamic and experienced in business development; someone who can demonstrate considerable experience in successfully generating income and writing compelling bids and who wants to join us in our mission in tackling inequalities across Scotland.



## Contribution to Impact Arts

Contribute to the strategic leadership at Impact Arts through delivery of the 2022 Strategic Plan (and annual operating plans), promoting Impact Arts' vision and values and representing the organisation across networks in the arts, social enterprise, public, private and voluntary sector.

Develop a sustainable and innovative fundraising strategy, ensuring that Impact Arts meets its annual income targets of over £2m p.a.

Lead the development and evaluation of Impact Arts' fundraising and partnership strategy to ensure, through diverse and sustainable income streams, that the organisation can deliver on its strategic objectives.

## Main Responsibilities

Lead on the development and management of strategic partnerships which bring value to Impact Arts.

Develop successful tenders, funding bids and proposals ensuring that the delivery team are aware of the outcomes and requirements of funders and partners.

Remain abreast of key policy developments and opportunities relevant to Impact Arts Strategic Plan and to develop viable opportunities for work aligned to these.


Liaise between Development, Delivery and Finance to ensure the smooth flow of communication between all departments in relation to funding awarded and developed.

Responsible for the effective marketing of Impact Arts including communications, publications, branding and social media.

Contribute to the evaluation and impact reporting of Impact Arts' work, particularly in managing evaluation and funder reports on outputs and outcomes.

Lead the team in using our Salesforce evaluation monitoring database to manage relationships and evidence our impact.





Participate in the strategic management of the organisation as a member of the Leadership Team, supporting the Board, developing and maintaining key relationships and networks.

Lead and manage the business development team, setting standards and targets and inspiring and motivating the team to meet these.

Present the work and findings of Impact Arts at key stakeholder meetings and events.

Act as an ambassador for Impact Arts at events, meetings etc.

Support and promote Impact Arts' Values.

Participate in training, meetings and events as required.

Carry out any other duties appropriate to the post in line with Impact Arts' needs.

## Qualifications and Experience

Degree educated in relevant discipline.

Professional qualification in a relevant discipline e.g. fundraising or management highly desirable.

Minimum 5 years management experience in a public, third sector or private CSR role.

Minimum 3 years experience in leading and managing a staff team.


Considerable proven experience in developing and managing partnerships, establishing credibility with senior contacts and working through fundable solutions for sole/joint applications.

Strong networks across the public and third sectors

Experience in preparing multi year/location funding bids as sole proposer or member of a consortium. Experience in generating total cost recovery budgets for funding bids.

## Technical Skills and Knowledge

Proven project management and leadership skills



Excellent interpersonal, organisational and planning skills

Excellent communication skills, both written and oral, including the ability to describe and contextualise the project when communicating with a wide range of people including staff, partners, funders and audiences

Proficient IT skills including MS Word, Excel, PowerPoint and Outlook

Knowledge of youth and/or arts environment

Knowledge of statutory and voluntary sector funding sources and practices

Understanding of the national and local policies and strategies that affect Impact Arts' work

Preferable: full driving licence

### Personal Skills and Qualities

Ability to lead a team effectively and motivate others

Ability to build and maintain rapport internally and with existing and new partners

Strong positive and resilient attitude and an ability to find creative and flexible solutions.

Resilience when faced with a high workload, deadlines or changing situations

Ability to think strategically and imaginatively

Effective time management and ability to meet deadlines

Ability to prioritise and delegate tasks

Self motivated and able to act on own initiative, solving problems

Approachable and empathetic able to act as ambassador for Impact Arts, at ease with people from a wide variety of backgrounds



## Disclosure Scotland

Successful candidates will be required to undertake a Basic Disclosure check.

### To apply:

Please visit <https://www.impactarts.co.uk/blogs/get-involved-work-with-us/> to download an application form.

All completed applications should be sent to [jobs@impactarts.co.uk](mailto:jobs@impactarts.co.uk) by **12 noon on Monday 10<sup>th</sup> June 2019**. Interviews are scheduled to take place **w/c 24<sup>th</sup> June 2019**.