

Development & Fundraising Manager

Job title:	Development & Fundraising Manager
Salary:	£30,000 - £32,000 FTE (or £24,000 - £25,600 for 0.8 FTE if preferred)
Based at:	Impact Arts' Head office at The Boardwalk in Glasgow <i>(We are open to considering this role being based at our offices in Edinburgh/ North Ayrshire, hybrid working or to be home based with monthly visits to Glasgow).</i>
Reporting to:	Head of Development
Duration of contract:	Permanent
Working Hours:	Typically 37.5 hours per week over 5 days if Full Time: Monday – Friday, however we would consider requests for flexible working.
Travel:	You may be expected to work or attend meetings at other locations as Impact Arts reasonably require

Qualifications & Experience:

- Strong, proven written and verbal communication skills
- Minimum 2-3 years development experience in a public, third sector or private CSR role
- Proven experience in developing and managing partnerships, establishing credibility with senior contacts and working through fundable solutions for sole/joint applications.
- Experience of securing significant levels of funding through tenders, grants, funds and/ or donations.

Other Essentials:	Subject to Disclosure Scotland check
Closing date:	Friday 9 th June 2023 (9am strict deadline)
Interviews:	w/c 12 th June 2023
Expected Start Date:	ASAP by negotiation

To highlight....

In all our work, Impact Arts aims to tackle the inequalities that exist in Scotland and to ensure everyone has equal opportunity. We encourage all applications for this post, particularly from those who are currently under-represented in the creative and arts sectors. Impact Arts welcomes all people no matter their age, race, gender, sex, sexual orientation, religion or belief, class, cultural background, disability, marital status, pregnancy or maternity status.

We want to make sure that process barriers do not get in the way of applicants, so if you have any accessibility needs in regards to any parts of this process (or want to discuss alternative ways to show your skills and relevant experience), please get in touch.

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 an innovative 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 50 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 Scottish Government, CashBack for Communities, Scottish Heritage Lottery Fund, National Lottery Community Fund, Corra Foundation and a range of local authorities and other foundations and trusts.

Our Impact




Background

We are looking for a dynamic individual to play a key role in our Development Team and to:

- Support and help drive forward our goals, ambitions and annual income targets (as outlined in our 5 year business plan)
- Ensure the sustainability of our 3 year pipeline

We are looking for a fantastic communicator, as well as an enthusiastic team member who is ready to develop into, or can bring a proven fundraising track record of, securing large grants/tenders. Ideally you will be ready, or have experience to deliver across the themes on which Impact Arts delivers (namely Employability, Education, Health, Housing, Regeneration, Culture and Youth Work). A confident and capable individual they will be a key part of the Development team.



Our current Development Team is strong and has a wealth of combined experience, skills and consistently achieves significant results and income targets. We are now looking for an individual that can complement these and help us fulfil the needs that arise out of our new ambitious and goals.

Work is fast paced, demanding but also fun and comes with significant benefits (See below).

If your skills and current experience aligns with our needs, we would like to hear from you! In searching for the right person for this position, we are open to flexible working patterns/hours and the potential to work from home (with visits to our main office in Glasgow). We place more importance on the skills and experience you can bring to our organisation. Do feel free to have a conversation with us and let us know what you need in order to perform at your very best.

Company Benefits

- Flexible working (by request)
- Home working (by request)
- Generous Annual Leave
- Staff Wellbeing & social committees (e.g. Employee Assistance programme, regular social events etc)

Job Purpose

- To work within the Business Development team and with the Head of Development to ensure that annual income targets are met and that our 3 year pipeline is sustainable.
- To proactively take a lead role in developing strong relationships with a range of stakeholders with a focus on local authorities (across our operational areas as well as where Impact Arts is scoping out potential), larger Trusts & Foundations, Corporate partners and other third sector partners.
- To manage stakeholder relations by following up with compelling and relevant proposals, tenders and reports.
- To remain abreast of key policy developments and opportunities relevant to Impact Arts Strategic Plan and to develop viable opportunities for work aligned to these.
- To liaise between Business Development, Delivery and Finance to ensure the smooth flow of communication between all departments in relation to funding awarded and developed.



Main Responsibilities:

- Responsible for growing Impact Arts' networks with local authorities, Trusts & Foundations, Corporate and other partners which result in strategic alignment of programme delivery and development and aligned with our Business Plan
- Responsible for writing compelling proposals, bids and tenders which successfully secure income against agreed targets.
- To communicate across the Development and Delivery teams to ensure developments are informed by learning and evaluation and that Delivery teams have clear outcomes and targets set.
- To manage the Business Development work plan and reporting on development achievements and progress
- To create accurate project and funder budgets in liaison with Head of Finance
- To present the work and findings of Impact Arts at key stakeholder meetings and events.
- To contribute to the evaluation and impact of Impact Arts' work, particularly in managing evaluation and funder reports on outputs and outcomes
- To carry out any other duties appropriate to the post in line with Impact Arts' needs.
- To act as an ambassador for Impact Arts at events, meetings etc.

Qualifications and Experience

Essential

- Strong, proven written and verbal communication skills highly desirable.
- Minimum 2-3 years development experience in a public, third sector or private CSR role
- Proven experience in developing and managing partnerships, establishing credibility with senior contacts and working through fundable solutions for sole/joint applications.
- Experience of securing significant levels of funding through tenders, grants, funds and/ or donations

Desirable:

- Networks across the public and third sectors with specific knowledge of key partners and funders across the following themes: employability, education, mental health, homelessness, regeneration & culture.
- Experience in generating total cost recovery budgets for funding bids.
- Experience in generating non-restricted funding

Technical Skills and Knowledge

- Proven project management skills
- Excellent interpersonal, organisational and planning skills
- Excellent networking skills
- Strong financial knowledge and expertise
- Excellent communication skills, both written and oral, including the ability to describe and contextualise works when communicating with and presenting to a wide range of people including staff, partners, funders and audiences
- Proficient IT skills including MS Word, Excel, PowerPoint and Outlook
- Working knowledge of Salesforce CRM (desirable)
- Knowledge of employability and/ or youth and/or arts environment
- Knowledge of statutory and voluntary sector funding sources and practices
- Understanding the national and local policies and strategies that affect Impact Arts' work

Personal Skills and Qualities

- Ability to work effectively as part of a team and to 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
- 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 - Successful candidates will be required to undergo a Basic Disclosure check.

To apply:

- Please visit www.impactarts.co.uk to download an application form.

All completed applications should be sent to jobs@impactarts.co.uk by

Friday 9th June 2023 (9am strict deadline)