

Job Description

Title:	Development Manager
Line Managed by:	Chief Executive Officer
Overall responsibility:	Deliver NCCA's fundraising strategy & grow income
Areas of responsibility:	NA
Hours:	35 hours per week. Occasional evenings and weekends.
Salary:	Up to £28,000 dependent on experience
Holiday Entitlement:	30 days paid holiday per annum, inclusive of eight Statutory Bank Holidays, increasing by one day for each year of service from 1st September up to a maximum of 35 days per annum.

About National Centre for Circus Arts

The National Centre for Circus Arts is a registered charity and one of Europe's leading providers of circus arts training. For the past 30 years we have provided emerging and professional circus artists, directors and choreographers access to vital space and support to train, experiment and share ideas.

The National Centre is an affiliate of the Conservatoire for Dance and Drama (CDD) and our diverse range of work includes BA degree-level education in Circus Arts which is supported at either side by a structured training programme for under-18s and professional development opportunities for aspiring and established performers. Adults and young people can enjoy recreational classes and occasional performances. We also run highly regarded workshops, away days and team building events for the corporate community. We continue to develop our creation and production capabilities and are striving forward in both initiating, supporting and creating high quality work that can tour regionally and nationally. Our national role increasingly sees us supporting and mentoring circus artists and organisations across the country as we seek to develop and mature our remarkable art form.

We currently received funding from Arts Council England as a National Portfolio Organisation, and through the Office for Students as a Higher Education provider. In addition we seek funding via charitable trusts and foundations, and are looking to develop our fundraising potential via individuals and corporates.

PURPOSE OF THE JOB

This is a new post for an exceptional Development Manager who will be responsible for taking forward and delivering NCCA's fundraising strategy and growing income for NCCA's work from a variety of sources, with a particular focus on trusts and foundations and individuals.

MAIN RESPONSIBILITIES

- Lead on implementing NCCA's fundraising strategy, meeting agreed income targets annually.
- Develop ideas for creative funding opportunities from a variety of funding sources, working with other teams across NCCA as necessary.
- Develop and maintain excellent relations across a variety of stakeholders, including but not limited to existing funders, potential new funders, senior staff, trustees.

Detail of responsibilities

Fundraising strategy & income generation

- Take responsibility for and develop NCCA's fundraising strategy in response to the evolving funding landscape.
- Report to and advise the Senior Management Team (SMT) on progress with the strategy.
- Meet or exceed annual fundraising targets. Report regularly to SMT and the Finance team on progress.

Develop funding opportunities

- Develop ideas for creative funding opportunities, writing proposals and tender documents, identifying suitable funders, and presenting proposals.
- Work collaboratively with NCCA teams to scope and develop exciting new project proposals.
- Work with relevant colleagues to ensure funded projects are initiated and managed to high levels of quality and customer service.
- Ensure all reporting requirements for funders are met within specified deadlines.
- Develop fundraising and donor relationships in order to increase unrestricted income.

Develop & maintain relationships

- Maintain an effective database of fundraising contacts using our current Customer Relationship Management system, Spektrix.
- Communicate regularly with stakeholders including current funders, trusts & foundations and potential funders, using a variety of communications tools as appropriate.
- Work closely with the Marketing team to ensure fundraising messages are clear on our website, social media and other communications, and that on-line donation processes are clear and effective.
- Attend Development group meetings as required and report to the trustees on relevant matters. Work with SMT to ensure our Board of trustees is fully committed to our fundraising strategy.
- Represent NCCA with external audiences, e.g. at events and in meetings with external stakeholders.

Other

- Maintain an excellent knowledge of fundraising governance and policies in order for NCCA to remain compliant with the necessary bodies.
- Demonstrate a commitment to health & safety and its practical application in all areas of work and encourage a culture of responsibility for H&S throughout the organisation.
- Promote a commitment to the National Centre's Equal Opportunities & Diversity policy, Disability & Reasonable Adjustments commitment and Code of Conduct, along with all other policies that contribute to the operating values and ethos of the organisation as determined in its mission statement.

Such other duties (commensurate with the role) that may from time to time be reasonably required.

PERSON SPECIFICATION

Experience

- A successful track record of generating significant funds from trusts and foundations, statutory sources and individuals.
- Experience of developing and managing expenditure and income budgets.
- Experience of communicating with a wide variety of stakeholders, including senior staff and trustees.

Skills

- Ability to work independently and collaboratively with senior management, trustees and colleagues to support fundraising goals.
- A creative and strategic thinker with a flexible attitude and ability to work in a changing environment.
- Ability to deliver excellent donor care and stewardship.
- Excellent communication skills both written and oral with the ability to influence, build strong relationships and plan collaboratively with a diverse range of stakeholder groups internally and externally.
- The capacity to build highly productive relationships across departments, ensuring common goals are achieved.
- A high degree of numeracy and analytical skill.
- A strong understanding and appreciation of online marketing and how it can contribute to effective fundraising.

Personal attributes

- Motivated by the opportunity to shape our fundraising strategy and growth.
- Inspire, persuade and motivate others at all levels.
- High level of self-motivation and resilience and the ability to meet demanding targets within deadlines.
- Pro-active and flexible approach to seeking solutions to problems.
- A keen interest in and broad knowledge of the arts and education.
- Understanding of and commitment to equal opportunities.

Mind-sets and Behaviours

See the bigger picture

- Understand the strategic drivers for your area of work.
- Align activities to contribute to wider organisational priorities.
- Remain alert to emerging issues and trends, which might affect your work area.
- Seek out and share experiences to develop knowledge of the team's business area.
- Understand how the strategies and activities of the team create value and meet the diverse needs of all stakeholders.

Changing and Improving

- Work with others to identify areas for improvement and simplify processes to use fewer resources.
- Encourage ideas for change from a wide range of sources.
- Clearly explain the reasons for change to colleagues and how to implement them, supporting individuals with different needs to adapt to change.
- Encourage an environment where colleagues know that they can challenge decisions and issues safely.
- Take managed risks by fully considering the varied impacts changes could have on the diverse range of end users.

Making Effective Decisions

- Understand own responsibility and empower others to make decisions when appropriate.
- Analyse and use a range of relevant, credible information from internal and external sources to support decisions.
- Invite challenge and where appropriate involve others in decision-making.
- Display confidence when making difficult decisions, even if they prove unpopular.
- Consult with others to ensure the potential impacts on end users have been considered.
- Present strong recommendations in a timely manner outlining the consideration of other options, costs, benefits and risks.

Leadership

- Ensure colleagues and stakeholders have a clear understanding of objectives, activities and time frames.
- Take into account different individual needs, views, and ideas, championing inclusion and equality of opportunity for all.
- Consider the impact of own and team's activities on stakeholders and end-users.
- Recognise and praise the achievements of others to drive possibility within the team.
- Effectively manage conflict, misconduct and non-inclusive behaviour, raising with senior managers where appropriate.

Communicating and Influencing

- Communicate in a straightforward, honest and engaging manner, choosing appropriate styles to maximise understanding and impact.
- Encourage the use of different communication methods.
- Share information as appropriate and check understanding.

- Show positivity and enthusiasm towards work, encouraging others to do the same.
- Ensure the important messages are communicated with colleagues and stakeholders respectfully, taking into consideration the diversity of interests.

Working together

- Encourage joined up team-work within own team and across other groups.
- Establish professional relationships with a range of stakeholders.
- Collaborate with these to share information, resources and support.
- Invest time to develop a common focus and genuine positive team spirit where colleagues feel valued and respect one another.
- Put in place support for the wellbeing of individuals within the team, including consideration of your own needs.
- Make it clear to all team members that bullying, harassment and discrimination are unacceptable.
- Actively seek and consider input of people from diverse backgrounds and perspectives.

Developing Self and Others

- Identify capability gaps for self and team.
- Ensure learning objectives are set and achieved to address any gaps and enable delivery of current and future work.
- Take time to coach, mentor and develop other colleagues to support succession planning.
- Promote inclusiveness by respecting different personal needs in the team and use these to develop others.
- Reflect on own work, continuously seek and act on feedback to improve own and team's performance.

Managing a Quality Service

- Develop, implement, maintain and review systems and services to ensure delivery of professional excellence.
- Identify risks and resolve issues efficiently.
- Involve a diverse range of colleagues, stakeholders and delivery partners in developing suggestions for improvements.
- Establish ways to find and respond to feedback from customers about the services provided.

Delivering at Pace

- Show a positive approach to keeping the whole team's efforts focused on the top priorities.
- Promote a culture of following the appropriate procedures to ensure results are achieved on time whilst still enabling innovation,
- Ensure the most appropriate resources are available for colleagues to use to do their job effectively.
- Regularly monitor your own and team's work against milestones ensuring individual needs are considered when setting tasks.
- Act promptly to reassess workloads and priorities when there are conflicting demands to maintain performance.
- Allow individuals the space and the authority to meet objectives, providing additional support where necessary, whilst keeping overall responsibility.