

## Development Manager

Freedom Festival Arts Trust

Salary circa - £28K.

### Job Description

Freedom Festival Arts Trust (Arts Council England – National Portfolio Organisation), a registered charity, is seeking to appoint an experienced Development Manager to support the Exec Team in the realisation of an ambitious fundraising strategy. This is a varied role offering diverse experience including bid writing, sponsor acquisition/stewardship, fundraising, events and campaign management within a dynamic and hugely successful arts organisation.

### About Freedom Festival Arts Trust

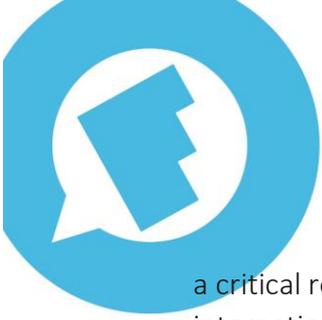
Freedom Festival Arts Trust (**FFAT**), charity no: 1158439, is a pioneering arts organisation, anchored in the city of Hull and increasingly influential within the global arts sector. We believe that the arts are central to the wellbeing of our society and are driven by a pursuit of excellence, championing the creative process and presenting, in public space, an extraordinary artistic programme rooted in the exploration of human rights, democracy and freedom.

Established in 2013, through our year-round work and as custodians of the award winning, multi-disciplinary international Freedom Festival we have had a transformative effect on an area with traditionally low arts engagement, increasing festival audiences from 70,000 in 2012 to **132,000** in 2018. Notably, FFAT played a critical role in securing the successful City of Culture 2017 bid and subsequently a critical part of the cultural offer during 2017 and beyond.

We operate year-round locally, nationally and internationally working towards the annual festival and supporting a growing portfolio of activity centred around artist development, commissioning, next generation mentoring initiatives, socially engaged practice and community engagement. Since our inception in 2013 we have supported over **400** artists through artist development initiatives, commissioned **83** new works and engaged over **10,000** local people in high quality, meaningful participatory projects. Our commitment to working cross sector with wider industry, social enterprises, academia, community groups and creative partners including **IN SITU**, **Without Walls**, **Global Streets** and **COASTERS** reflects our on-going ambition to work collaboratively to deliver an unparalleled, world class artist programme which transforms people and place.

### The Role:

The Development Manager will work directly with the Artistic Director & Joint CEO and Executive Director & Joint CEO to devise and implement an ambitious multi-channel fundraising strategy to support the realisation of our organisational ambitions. They will play



a critical role in cultivating meaningful cross sector relationships, locally and nationally and internationally continuously evidencing the quality, impact and distinctiveness of our programme of work to maximise income from trusts and foundations, individuals and private sector organisations.

## **Main activities/Responsibilities**

### **Cultivation**

- Maintain clear and up to date prospects and funders database
- Identify new, individual prospects and devise effective approaches which maximise income
- Develop compelling and coherent written funding applications enriched through effective research and engagement with critical stakeholders
- Work with FFAT's marketing agency to devise quarterly fundraising campaigns targeting individuals
- Support the Executive Director in producing well-researched and persuasive sponsorship proposals
- Contribute towards the on-going enrichment of our evaluation process to better articulate the impact of our work
- Arrange events and visits to inspire and engage donors, members, supporters and prospects. This will include planning, risk assessment, securing sponsorship, management of budget, event delivery, communications and post event evaluation
- Liaise with FFAT team to gather information to inform future activity in the area of prospect development and bid writing

### **Relationship management**

- Manage and cultivate relationships with existing supporters through direct engagement, delivery of detailed reports and sponsor stewardship
- Host quarterly meetings bringing together all sponsors
- Facilitate the creation of reports for funders, sponsors and key stakeholders
- Maintain regular dialogue with existing supporters developing meaningful, long-term relationships
- Plan and host series of events to support fundraising activity

### **Internal**

- Cultivate strong working relationships with the FFAT, Board and other key stakeholders
- Support, the Executive Director in creating regular performance reports
- Where applicable attend internal and/or stakeholder meetings in replacement of Executive Director & Joint CEO



**Person specification:**

**Essential**

- Proven experience in the area of income generation from trusts & foundations
- A skilled bid writer with a strong ability to research and analyse data to inform activity and funding applications
- A confident negotiator able to communicate confidently and effectively at the highest levels face to face
- Demonstrable experience in the area of sponsor stewardship/cultivation
- Evidence of an ability to operate comfortably in a fast paced and pressured environment
- Ability to bring ideas and concepts to life bringing stakeholders with you
- Excellent written and communication skills with an ability to take complex evaluation data and convert into clear, concise and compelling copy for a variety of audiences
- Proven track record of meeting financial targets within tight deadlines and budgets
- Excellent time-management skills
- Ability to manage own workload and initiate activity at appropriate level
- Excellent presentation and negotiation skills
- Credible, committed, enthusiastic with a get up and do attitude
- Team worker because together we can do more

**Desirable:**

- A keen interest in the arts & cultural sector
- Experience conceiving, planning and delivering fundraising events
- Working knowledge of word press
- Knowledge of fundraising databases/CRM systems

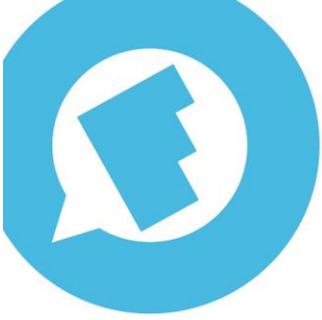
**Salary:** £28k

**Contract:** Full time at 37 hours per week.

You will occasionally be required to work weekends and evenings.

**Annual leave:** is 25 days per annum

**Other:** Freedom Festival Arts Trust offers an opt-out stakeholder pension scheme.



To apply: **(Closing date for applications: 8<sup>th</sup> March 2018)**

Please complete an equal opportunities monitoring form and supply a CV providing details of your relevant experience, with specific reference to your own role(s) and responsibilities along with a covering letter explaining how you would approach this role.

Please provide names and contact details of two referees who can tell us about the effectiveness of your work in a similar capacity.

Send by email to: [info@freedomfestival.co.uk](mailto:info@freedomfestival.co.uk) by midday **8<sup>th</sup> March 2019**. You will receive an acknowledgement of receipt.

Or by post to: Jenny Howard-Coombes, Freedom Festival Arts Trust, Wykeland House, 47 Queen Street, Hull, HU1 1UU.

Interviews for shortlisted candidates will be held at the Freedom Festival Arts Trust offices on the **11<sup>th</sup> or 12<sup>th</sup> March**.