

## **BRIGHTON DOME & BRIGHTON FESTIVAL (BDBF)**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Development Officer (Corporate Fundraising Maternity Cover approx 12 months)
<b>Reports to:</b>	Director of Development
<b>Department:</b>	Development

#### **Purpose of the Job**

To fundraise for all aspects of Brighton Dome & Brighton Festival's work primarily through delivering our corporate sponsorship work.

#### **Principal Accountabilities**

1. To work closely with Director of Development and the team to steward our relationships with existing corporate sponsors and supporters and secure sponsorship income
2. To deliver and run the day-to-day administration of the corporate sponsorship fundraising strand
3. To help with research and creation of sponsorship proposals and reports
4. To develop productive internal relationships to ensure adequate knowledge of BDBF activities and assets to be articulated in proposals and reports, and to be able to deliver sponsorship contracts
5. To maintain relevant supporter data
6. To communicate with supporters appropriately
7. To undertake relevant monitoring, evaluation and reporting
8. To support relevant events
9. To support other fundraising work as needed

#### **General Accountabilities**

- To uphold, and contribute to regular reviewing of, the BDBF Privacy Policy and Gift Acceptance Policy to ensure donors' data is handled correctly
- To work in line with the Code of Fundraising Practice
- To fully contribute as a member of the Development Team at strategy meetings and discussions
- To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

Your duties will be as set out in the above job description but please note that BDBF reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## PERSON SPECIFICATION

### Essential Criteria

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in the area of work</li><li>• Ability to co-operate and adhere to BDBF's Health and Safety Policy, practices and instructions</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience in working in a fundraising, marketing or sales environment</li><li>• Experience in writing at a high standard for letters, online and print materials</li><li>• Experience in working with suppliers (e.g. printers, designers)</li><li>• Experience in using customer databases</li><li>• Experience in effective cultivation and stewardship of supporter/customer relationships</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Strong administration skills with a high level of accuracy and attention to detail</li><li>• Excellent all-round communication skills with good literacy and numeracy</li><li>• High degree of computer literacy, especially word processing, mail merge, databases/CRM systems, Excel and email marketing and other online platforms</li><li>• Proven ability to deliver a high level of customer service</li><li>• Understanding of marketing techniques</li><li>• Ability to liaise professionally and to build productive relationships both externally and internally</li><li>• Ability to work under pressure and respond to deadlines</li><li>• Ability to work on own initiative and within a team</li><li>• Excellent organisational skills</li></ul>
<b>Equalities</b>	<ul style="list-style-type: none"><li>• To uphold and carry out the duties of the post with due regard to BDBF's Equalities Policy</li></ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• An interest and enthusiasm for the arts</li><li>• Understanding of and empathy with the aims of BDBF</li><li>• Experience of a CRM systems</li></ul>

## OUTLINE TERMS AND CONDITIONS

**Salary:** £26,535.97 FTE per annum (£13,268 actual salary)

**Term/hours:** Temporary maternity cover for approximately 12 months (Sep 2025 – Aug 2026), 2.5 days (18.5 hours) per week including some evening and weekend work. Extra hours may be required in order to fulfil the responsibilities of your post at no extra remuneration.

**Pension:** Auto enrolment scheme – 5% employer (min 3% employee's contribution)

**Holidays:** 25 days per annum and 8 bank holidays per annum, pro rata

**Notice period:** 1 month

**Organisational Chart (Development Department)**

