

Job Title:	Development Manager
Reports to:	Director of Development
Department:	Development

Purpose of the role:

To raise philanthropic income from individual giving, trust & foundation grants and legacy giving, with a focus on new mid- to high-level donor relationships

Principal Accountabilities:

1. Develop new major giving strategies and build relationships to cultivate individual giving from £5,000 and above
2. Research trust & foundation prospects and internal project information and write five- and six-figure grant applications
3. Grow the legacy giving fundraising stream
4. Manage relevant and appropriate prospect research to identify new supporters and learn more about our current donors
5. Manage the creation of relevant fundraising communication and materials
6. Identify, plan and deliver appropriate cultivation and stewardship opportunities, including events
7. Manage relevant income and expenditure budgets
8. Manage relevant monitoring, evaluation and reporting
9. Line-manage the Senior Development Officer – Trusts & Foundations and Campaigns

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 BDFL 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

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none"> • Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in the area of work • Ability to co-operate and adhere to BDBF's Health and Safety Policy, practices and instructions
Experience	<ul style="list-style-type: none"> • Experience and successful track record in major giving fundraising, preferably in the arts charity sector – from individual donors and/or trusts & foundations • Experience in negotiating and making the ask verbally and in writing • Experience in managing budgets • Experience in effective cultivation and management of donor relationships • Experience in prospect research • Experience in event organisation • Experience in creating fundraising materials and communications • Line-management experience
Skills and Abilities	<ul style="list-style-type: none"> • Excellent interpersonal, written and oral communication skills • Ability to work under pressure and meet deadlines • Ability to work on own initiative and within a team • A flexible and adaptable approach to work with the ability to work outside standard hours when required • Excellent time and project management skills with the ability to juggle a wide range of competing demands, prioritise tasks and meet deadlines • Ability to work professionally and develop productive relationships both externally and internally at all levels • Excellent IT skills, including using databases and social media
Equalities	<ul style="list-style-type: none"> • To uphold and carry out the duties of the post with due regard to BDBF's Equality & Diversity Policy
Other Requirements	<ul style="list-style-type: none"> • An interest and enthusiasm for the arts • Understanding of and empathy with the aims of BDBF

OUTLINE TERMS AND CONDITIONS

Salary: £33,200 - £35,800 per annum, depending on experience

Term/hours: Permanent. Full-time (37 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.

Hybrid working available and we would be open to a discussion about part-time hours and alternative work patterns. Please do state in your application if this is something you would like us to consider for you.

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

Holidays: 25 days per annum and 8 bank holidays per annum

Notice period: 2 months

Organisational Chart – Development Team

