

RECRUITMENT PACK

Development Director
Job share 0.6 FTE
February 2023



HOME

WELCOME

Thank you for your interest in the role of Development Director at HOME.

HOME is Greater Manchester's vibrant cross art form centre. We commission, create and present contemporary theatre, visual art and film and provide a space for experimentation where art forms meet and interconnect. HOME's programming is political, international and experimental.

HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester, operated by Greater Manchester Arts Centre (GMAC). Since opening, we have welcomed over 3 million visitors and contributed over £101 million to the Greater Manchester economy.

We became one of the few UK organisations to produce new work across theatre, visual art and cinema, achieving local, national and international artistic recognition.

Our programme is presented across:

- Five state of the art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch T1 and c.130 seat flexible studio theatre T2 – presenting HOME produced productions
- 500m² contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
- In the communities of Manchester

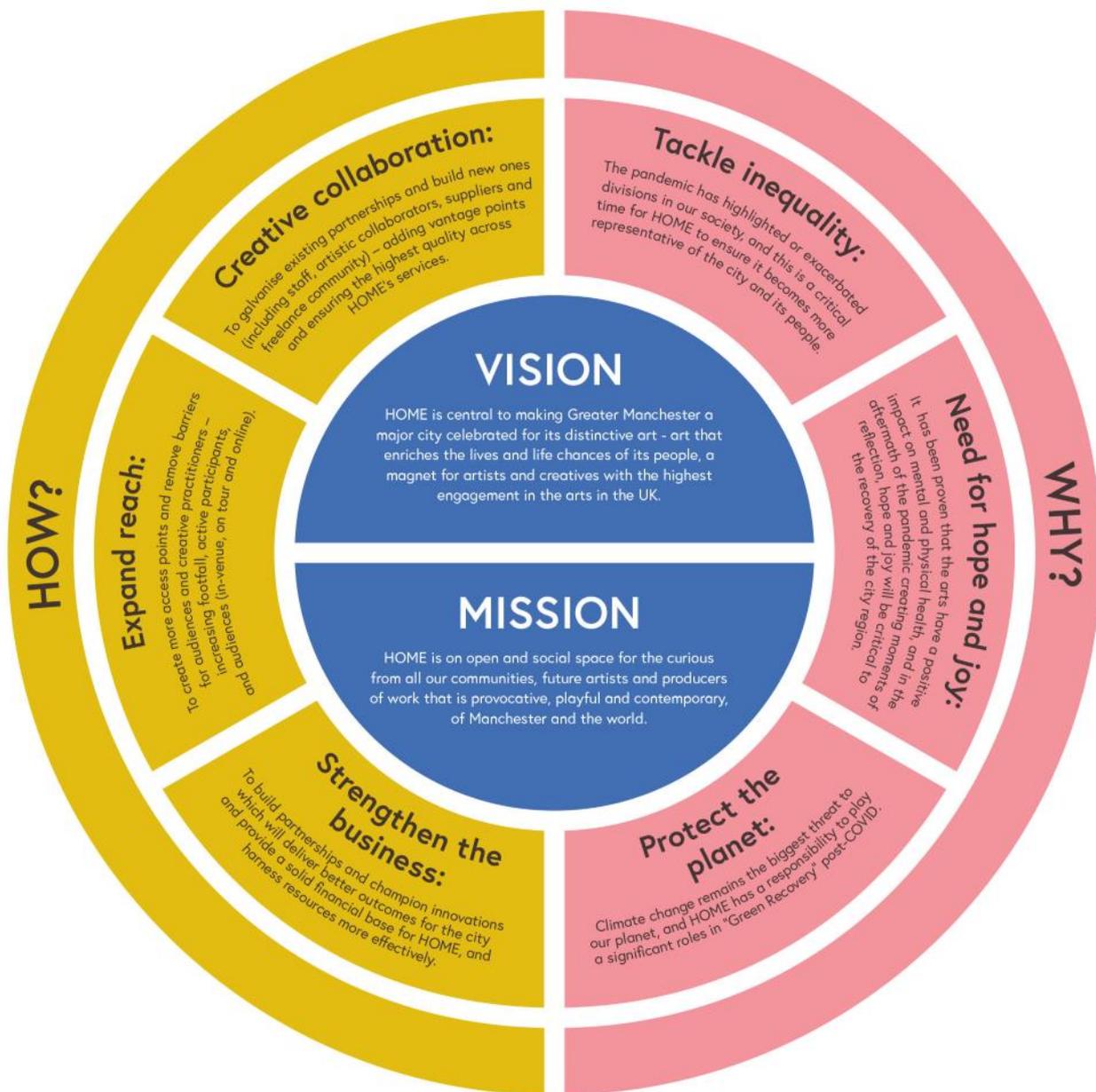
HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

In Spring 2024, we will open HOME Arches, an exciting new £3.5 million artist development centre for Manchester's artistic community situated in the railway arches between HOME and Whitworth Street West.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact recruitment@homemcr.org.

OUR VISION & MISSION

Covid-19 has had a fundamental impact on HOME, our sector and our city. We have worked with the board of trustees and the HOME team, and consulted with audiences, artists and partners, to develop a two-year strategy for 2021-2023, focused on recovery and building a strong platform for the future.





Equality at HOME

HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.

We want our workforce to reflect the diverse communities of Greater Manchester and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



HOME's values

Creativity

Bringing imagination, resourcefulness and innovation to our work

Pioneering

Leading the way, breaking new ground, being ahead of the curve, taking risks

Collaborative

Seeking out opportunities for sharing and partnership

Engaged

With our city region and the wider world, with art and artists and with ideas and issues

Open

Welcoming and engaging with multiple voices, ideas and perspectives

Rigorous

Striving to do the best work, valuing quality

Protect the planet

Willingness to work to sustainability agenda



THE ROLE

An exceptional opportunity to be Development Director at one of the UK's leading arts centres – to make a tangible difference to HOME's future sustainability, ensuring its success and long-term resilience.

The Development Director has overall responsibility for delivering HOME's strategy to secure and grow revenue fundraising and enable additional ambitious projects as set by the organisational leadership.

The Development Director is responsible for leading the team to reach target, expand our donor base, and embed fundraising throughout the organisation. We are particularly interested in applicants from individuals with specialism in individual and/or corporate fundraising. You will also be part of the Executive Team at HOME, working with other senior leaders to manage the successful day-to-day running and future planning of the organisation.

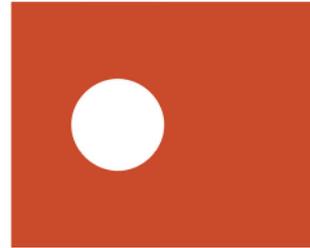
We are open to receiving applicants from existing Development Director candidates, or those ready for their first Director role.

The Team

HOME's Development Team generates over £1 million annually, inspiring donors to support our artistic programme, artist development programme, widen access to the arts and support the region's next generation of creative talent. We do this through a broad range of income streams, including grants, statutory, corporate sponsorship, corporate giving, membership schemes and donations.

The Development Director leads a team of three – Development Manager (grants and statutory), Development Officer (working across all income streams) and Development Assistant.

The Development Director reports directly to the Executive Director and works closely with other senior leaders to maximise fundraising potential across the organisation including marketing and communications, customer service, finance, artform leaders and technical.



KEY INFORMATION

Salary	£54,000 pro rata
Contract	This post is permanent
Hours of work	<p>Job share working 24 hours (3 days), inclusive of meal breaks</p> <p>Exact hours of work as required by the job. Overtime payments will not be made, however time off in lieu, with line manager's agreement, will be available to cover any additional hours worked.</p> <p>The role will be based in HOME's office in Tony Wilson Place; however, we currently operate a hybrid way of working and support our staff to make use of remote working options when combined with regular on-site contact days (a 60% office based, 40% home working model).</p>
Holidays	25 days per annum, plus statutory holidays – rising to 30 days leave after 5 years' service
Pension	GMAC Ltd operates a company pension scheme with a 3% company contribution, that is available to all staff
Other benefits	<p>Additional leave for employees undertaking IVF treatment or experiencing the menopause</p> <p>Family friendly policies, including enhanced maternity leave, flexible working and compressed hours, to help you balance work and home life</p> <p>Learning and development: We invest in the growth and development of all our staff. This includes job shadowing, mentoring, internal and external training courses and e-learning. All employees receive up to 4 hours per month development time</p> <p>Free cinema tickets</p> <p>Discounted theatre tickets</p> <p>Cycle to work scheme</p> <p>Discount in the HOME shop and restaurant</p>
Probationary period	3 months
Notice period	1 month

JOB DESCRIPTION

Purpose

This is a 3 days' a week job share role and will have one day's crossover with the other Development Director. Together, you will lead the development team to raise over £1 million annually. You will line manage and have overall responsibility for the performance of the Development team, as well as delivering on ambitious personal income targets.

There will be one day crossover between the Development Directors to ensure a smooth transition of work, to support project and line management, and to increase capacity in the role for major gifts.

Team	DEVELOPMENT
Reports to	EXECUTIVE DIRECTOR
Responsible for	DEVELOPMENT MANAGER, DEVELOPMENT OFFICER, DEVELOPMENT ASSISTANT

Main duties

1. Strategy
 - a. Planning, developing and delivering a fundraising strategy that will maximise income from charitable trusts and foundations, statutory sources, individuals and companies. Maintain a detailed fundraising roadmap, regularly evaluate and review this strategy as necessary
 - b. Ensuring an outcome-based approach throughout the fundraising cycle and, working closely with the Artist Development and Creative Development teams, ensure systematic evaluation of projects and reporting back to funders
 - c. Working with the Executive to identify organisational funding priorities, and developing a compelling Case for Support
 - d. Cultivate close relationships with HOME supporters and stakeholders, raising awareness, reporting and engaging them with the work HOME delivers on a regular basis
 - e. Contributing to the creation of HOME's Strategy and Business Plans, as well as budgets and management accounts
2. Development (leadership)
 - a. Leading and managing all of HOME's revenue, project and capital fundraising efforts to achieve an agreed income target
 - b. Leading and managing the people and resources of the Development team

- c. Providing support and guidance to HOME's Trustees, working with the Chair to establish their fundraising remit, set agendas and make joint approaches
- d. Providing relevant reports to HOME board, funders and stakeholders
- e. Taking a positive approach to problem solving as part of HOME's Executive Team
- f. Representing HOME to external stakeholders, building constructive relationships to further the work and funding of the organisation

3. Development (specific)

- a. Developing and delivering plans to engage potential major donors that ensure long-term engagement and support
- b. Ensuring the Development team produce the highest quality of written communication materials including proposals, reports and pitches
- c. Ensuring stewardship strategies for donors and sponsors are appropriate and enable HOME to stand out in the marketplace
- d. Working closely with the Marketing and Communications Director in the preparation of all fundraising literature, materials, proposals and aids to ensure all messaging is consistent and conveys HOME's brand ethos
- e. Ensuring all fundraising is carried out in an ethical manner, and adheres to GDPR regulations and all good practice guidance
- f. Ensure the maintenance, use and development of HOME's fundraising database (Spectrix) and other systems
- g. Working collaboratively and creatively with colleagues across HOME to create an innovative and results-driven programme of development activity, including campaigns, cultivation and stewardship events. Ensuring high levels of engagement.

Additional duties

1. Deputise for other members of the Development team or the Executive as required
2. Implement HOME policies, in particular those on diversity, environmental sustainability and access
3. Keep up to date with financial, Administrative and organisational best practice together with legal and tax changes
4. Carry out additional duties as deemed appropriate by the Executive Director or Director & CEO
5. Work evenings and weekends as appropriate
6. Undertake national and international travel as appropriate

PERSON SPECIFICATION

Essential skills & experience

- In-depth understanding of the fundraising function for an arts or cultural organisation and/or the not-for-profit sector, including at least two years' experience at management level
- Proven experience of and track record in fundraising across a range of funding sources, particularly winning new business
- Strong leadership skills, with proven experience of leading, supporting and mentoring colleagues, and focusing them on delivering agreement deliverables and outcomes
- Ability to identify, initiate and grow strong partnerships and relationships
- Excellent interpersonal skills at all levels, including interacting with high-net-worth individuals, funders, Trustees and colleagues
- Excellent research and written skills
- Sound numeracy skills with proven ability to develop and budgets
- Natural ability to champion projects and inspire a team
- Confident and diplomatic, with a clear sense of integrity
- Strong commitment to HOME's work and values

Desirable skills & experience

- A passion for, and strong experience in, building income from individuals and/or companies
- Experience of developing and leading successful fundraising campaigns
- Experience of leading a fundraising team
- Familiarity with CRM and donor management systems (particularly Spektrix)
- Experience working with Boards



HOW TO APPLY

The deadline for applications is Monday 17 April 2023 5pm.

Please complete the HOME application form, or you can submit a video application if you prefer. Please ensure you provide examples of how you meet the Person Specification for this role in your form or video response.

Email your completed form or video response, along with a completed Equal Opportunities questionnaire, to recruitment@homemcr.org

Unfortunately, due to the high response rates of previously advertised roles, we will not be able to acknowledge receipt of your application.

Interviews will take place week commencing 24 April 2023.

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Thank you for your interest in this post.



FUNDED BY



FOUNDING SUPPORTERS



HOME is a trading name of Greater Manchester Arts Centre Ltd, a company limited by guarantee, registered in England and Wales No 1681278. Registered office 2 Tony Wilson Place, Manchester, M15 4FN Charity No: 514719.