



## Business Development Manager Job Description

<b>Job Title</b>	Business Development Manager
<b>Salary</b>	£28,000 to 32,000 FTE Prorata for 21 hrs per week. Fixed Term for 3 years
<b>Hours of Work</b>	You will be contracted for 21 hours per week. You may be required to work outside of normal office hours, at evenings, weekends and on bank holidays and on public holidays.
<b>Location</b>	3 Charnwood Street, Derby, DE1 2GT. Travel will be required for this post.
<b>Responsible to</b>	Artistic Director
<b>About Artcore</b>	Artcore is a registered charity and cultural hub in Derby. We work with various communities in Derby, the East Midlands and beyond, to enhance lives through art. Our long-term objective is to promote visual art within the East Midlands and we are committed to bringing arts and crafts activities into the lives of people of all ages, abilities and ethnic backgrounds.
<b>Overall purpose of the Job</b>	<p>The Business Development Manager</p> <p>This is a key role in the development and implementation of Artcore’s fundraising strategy that aims to build a sustainable and diverse funding base for Artcore. The role is responsible for building relationships with our supporters, customers and local businesses and seeking out opportunities to meet fundraising goals. The role will work with the senior management team to support the development of Artcore as a creative centre for visual arts.</p> <p>This role is responsible for the operations and management, ensuring that Artcore is delivering across our core strands. The Development Manager will work with Artcore Directors to look at ways to sustain and increase Artcore’s services, earned income and income-generating projects.</p>
<b>Key Result Areas</b>	<p><b>Short and Long Term Programme of activities</b></p> <ol style="list-style-type: none"> <li>1. Develop and implement Artcore’s three year strategic plan for fundraising to maximise income generation.</li> <li>2. Ensure fundraising targets are met and exceeded</li> <li>3. Devise and develop a model for corporate partnerships and sponsorship</li> <li>4. Developing and implementing chargeable events, establishing and promoting partnership working.</li> <li>5. Research for Trusts and Foundations and writing high quality funding applications</li> <li>6. Develop and coordinate web-based fundraising, and feasibility of using resources such as auctions, crowdfunding and merchandise sales</li> <li>7. Monthly reporting, including reporting to the Board of Trustees,</li> <li>8. Work closely with the directors and finance officer as part of a small team</li> <li>9. Assist the Directors with any online reports, website developments</li> <li>10. Proactively seek opportunities to raise funds for and to promote the work of Artcore through contributions to appropriate publications, dissemination of information to external stakeholders and personal presentations at relevant conferences and forums.</li> </ol>

	<p>11. Undertake any other tasks which may be reasonably required within the post and range of experience, expertise and skills.</p> <p>Performance will be measured by working towards project outcomes. Achievement will be measured against the agreed objectives through regular meetings with the Directors, through progress reports for Trustees and through the staff review process.</p>
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### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum Degree level Qualification</li> <li>• Ability to confidently use IT including emails, Word, Excel, PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>• A bachelor's degree in a business field</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years relevant work experience</li> <li>• A proven track record of delivering fundraising success in a charitable organisation, ideally across multiple fundraising areas</li> <li>• Successfully raised funds from major donors</li> <li>• Experience of writing effective grant applications and ensuring reporting on successful bids</li> <li>• Experience of building capacity and sharing knowledge.</li> <li>• Experience of budgeting and managing resources.</li> <li>• sales, marketing or business management experience</li> <li>• Experience of developing and implementing strategic plans</li> <li>• An understanding of safeguarding and child protection</li> <li>• The ability to work as part of a team and also to be self-motivated and directed</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of working with Black and Minority Ethnic individuals in a compassionate and empowering way</li> <li>• A good understanding of modern administrative systems, including that of finance and statistical data</li> <li>• A good knowledge and understanding of current Safeguarding, Health and Safety, Equal Opportunities and Data Protection Act legislation.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent influencing and relationship building skills</li> <li>• Strong interpersonal skills; a collaborative team player</li> <li>• Strong problem-solving and creative skills</li> <li>• Excellent project management skills</li> <li>• Tenacity in seeking results and a high level of representational and negotiation skills</li> <li>• Ability to make decisions and take the initiative, as part of managing a varied workload</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the arts and charity sector</li> <li>• Knowledge of businesses in Derbyshire</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Creative, passionate and flexible character</li> <li>• A generator of new ideas</li> <li>• Resilience, particularly when faced with setbacks</li> <li>• Willingness to carry out a range of administrative tasks</li> </ul>	

The first six months of your employment shall be a probationary period. We may, at our discretion, extend this period for up to a further three months. During this probationary period your performance and suitability for continued employment will be monitored. At the end of your probationary period you will be informed in writing if you have successfully completed your probationary period.