

Development Manager (Campaigns)

The Role We are looking to appoint a part-time Development Manager (Campaigns) to make a significant contribution to an exciting chapter in Cornwall's cultural history. We want an individual who shares our passion, empathy, grit and gusto to help deliver a new cultural venue for the county. A venue which will not only give opportunity and access to the best performing arts but will also be a vital community asset - creating jobs and boosting the local economy by a projected £35.6 million by 2025/6.

About Hall For Cornwall

Why do we exist? We're here for Cornwall's audiences to discover all that the arts can be. From 'I've never seen anything like it,' to 'I've had the time of my life,' to 'I feel a bit braver now,' we'll always innovate, entertain, excite and connect, across our diverse theatre, music, comedy, dance and digital platforms.

What do we do? We bring great shows to Cornwall; we make great work – and we do it all independently. We bolster schools and communities with projects that let people feel the power of performance, and we develop talent. We house creative businesses forging the industry's future, run a commercial ticketing service and showcase Cornish produce at its best.

How do we behave? With passion and empathy, grit and gusto

Our redevelopment On 2 June 2018, we closed the theatre to embark on the biggest transformation in our history – to ensure we can open-up the power of performance to more people than ever and allow the next generation to flourish. Over the last ten years, we have welcomed over 2 million people to 3,700 performances with 5,000 school bookings bringing over 100,000 young people to the venue. We've contributed £16million a year into the local economy and created hundreds of jobs and creative opportunities. Looking forward means reaching further. We want 200,000 people a year to come and see a show with us and want to give 50,000 more young people the chance to shine on stage and off, which is why we're building a new theatre for Cornwall. A new kind of public space in the heart of our county, where all are welcome, where the next generation can find its feet, where families and the community can come together to brighten their everyday and where Cornwall's creative talent can break new ground.

Job Description

Role	Development Manager (Campaigns)
Accountable to	Marketing & Business Development Director
Contract	Fixed-term until 31 December 2019
Hours	Part time, 0.6 FTE (22.5 hours a week)
Salary	£30,000 per annum, pro rata

Job Summary

To support our fundraising team in driving strategy and implementation to engage individual and corporate supporters across Cornwall. This role will lead on the tactical delivery for specific fundraising campaigns to reach capital and longer-term revenue targets including (but not limited to) corporate partnerships, name-a-seat and other individual giving community campaigns.

Main Duties and Responsibilities

Strategy Support the Marketing & Business Development Director and Head of Fundraising with the following;

A 'no stone left unturned' approach to the capital project strategy to achieve targets.

Identifying new fundraising opportunities and prospects through regular communications with other departments.

Creatively and strategically identifying and securing income from Trusts and Foundations, with whom the department does not already have an established relationship.

Developing the revenue strategy for the theatre's reopening, with a specific focus on corporate/business targets.

Individual Giving Implement and oversee specific capital community appeals, including 'name a seat', and contribute new ideas through which supporters are able to engage with and donate contributions to achieve targets.

With the development team, ensure the individual giving programme maximises opportunities for giving at all levels, including one-off donations, major gifts and legacies.

Corporate Sponsorship and Partnerships	<p>To develop a corporate partnership programme for capital and revenue targets, with a range of offers tailored to different levels of corporate support.</p> <p>To identify potential corporate partners and donors through research, networking and cultivation events.</p> <p>To develop bespoke proposals for prospective corporate partners and members which make the case effectively for supporting HFC, whilst forming a business case which appeals to either marketing or CSR needs.</p>
Trusts and Foundations	<p>When requested, draft applications for small grants (under £10,000) and support the Head of Fundraising in making applications for large grants for both capital and revenue requirements.</p> <p>Assist in the production of funding reports for existing supporters.</p>
Events	<p>Support the development team with all event planning and delivery.</p>
Administration	<p>Assist the development team with the management and stewardship of the Development Committee, including the organisation of meetings.</p> <p>Maintain accurate records on E-Tapestry and the shared drive, as well as keeping efficient paper files and audit trails where appropriate and make sure financial data is accurate and funds are received and acknowledged in a timely fashion.</p> <p>Support the Head of Fundraising and Marketing & Business Development Director with the delivery of naming opportunities and fundraising signage.</p> <p>Support the development team as required, taking phone calls, drafting correspondence, overseeing mailings, arranging meetings and representing HFC in a professional and personable manner.</p>
Other duties	<p>Attend, preview, press and supporters' nights and other HFC events as required.</p> <p>Attend regular company meetings and operations meetings.</p> <p>Actively develop and implement green policies and practices for the department.</p> <p>Adhere to, and actively contribute to, HFC policies, including Equalities (diversity, access, and equal opportunities), Environmental and Health & Safety.</p> <p>Maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation.</p>

Person Specification

Development Manager (Campaigns)

Working at Hall For Cornwall

Who we are At HFC we exist to give our customers stand-out experiences every time they connect with us. We want to share our restless curiosity for new ideas and embrace the tools of our modern world.

To do this, we all live-by the following values acting with **passion and empathy, grit and gusto!**

How we behave, we're all in! Respecting and valuing our customers; being open, kind and welcoming; being proud of our audiences and the way we programme for them; being reasonable and aware of all perspectives when tackling challenges; knowing we can all solve problems, individually or together.

Allowing everyone to have fun.

Essential

Experience Proven track record of 3-5 years in of achieving targets and building relationships across Individual Giving, Trusts and Foundations and Corporate development

An interest in, or knowledge of, theatre and the arts

Skills and abilities First-class written and verbal communication skills
Excellent numeracy and budgeting skills
Excellent communication and social skills, with the ability to deal with a wide range of people at all levels
High standards of personal and work presentation
High attention to detail and accuracy with the ability to proofread efficiently
Excellent organisational skills including an ability to prioritise and work to tight deadlines
IT literate with experience of dealing with various computerised systems and a high level of Microsoft Office knowledge

Personal attributes Ability to act on own initiative
Excellent approach to team-working

Desirable

- Demonstrable** Experience of capital projects
Experience of managing staff or volunteer committees
Proficiency in maintaining a development database
Interest in programmes for young people