

INFORMATION ON THE POST OF DEVELOPMENT MANAGER



We are seeking a highly motivated, experienced and resourceful Development Manager, with a successful background in fundraising and business development for the not-for-profit sector, to work closely with the Artistic Director & Chief Executive and Board of Directors to implement the company's fundraising strategy and business plan, securing new sources of income for the organisation whilst maintaining and developing the existing public stakeholder partnerships essential to our long-term sustainability.

BIAF generates an average turnover circa £850,000 to deliver the annual Festival, maintain its overheads and a small team of core and freelance staff. The post-holder will be working to secure funds to enhance the Festival's future development, ensuring it can deliver its international artistic vision and sustain its core operations.

Employer: Belfast Festival t/a Belfast International Arts Festival.

Salary: £27,000 - £31,000 per annum, (based on experience).

Place of Work: The company offices are located at the Cathedral Quarter Managed Workspace on Royal Avenue, Belfast. Off-site meetings and events may be held at other locations.

Reports to: Artistic Director & Chief Executive.

Duration: This post is permanent subject to successfully completing a 6-month probationary period.

Hours: 37.5 hours per week (full-time). Whilst home and flexible working will be considered, the general company hours are Monday to Friday from 9am – 5.30pm. Flexibility and extra evening and weekend hours will be required in the run up to and during the Festival, and occasionally during the remainder of the year – a time off in lieu policy is in operation for hours worked beyond 37.5 per week.

Expenses: Mileage allowance and business expenses are refunded for approved costs reasonably incurred in delivery of the post.

Benefits: 33 days per annum paid holiday (including public and bank holidays). The annual leave year is 1 April to 31 March. Additional UK 'Celebration' days for events such as a royal wedding, jubilee, etc.

Workplace pension with a 4% employer contribution. From 6th April 2019, a minimum 4% employee contribution is required.

Other Benefits:

- Mobile phone may be provided for essential work activity
- Organisation wide training budget
- Travel insurance when on company business
- BIAF operates a range of policies including Equality of Opportunity, Health & Safety, Safeguarding of Children & Vulnerable Adults, Data Protection
- A 4-week notice period applies for both parties

COMPANY INFORMATION



Belfast International Arts Festival (BIAF) was established as an independent charitable company in 2015 out of the previous Belfast Festival at Queen's, to deliver an annual, city-wide, international contemporary arts event. It is widely recognised as both a significant event in Belfast's cultural calendar and a strategic leader in Northern Ireland's arts sector. It is known for showcasing world class artists and productions of a high international standard which reflects and promotes both our changing city and the continuing evolution of creative practice from around the world.

The annual event which takes place in October covers theatre, dance, music, visual arts, film, literature, thought leadership and outdoor community events to animate the public realm.

The vision of Belfast International Arts Festival as the preeminent, progressive international arts event is to create a genuinely civic event of contemporary arts and ideas from home and abroad that has international stature and appeal. With our partners throughout the city, we create a distinctive environment for audiences to enjoy and participate in inspirational and transformative experiences from world-class artists, thinkers and leaders.

We do this by:

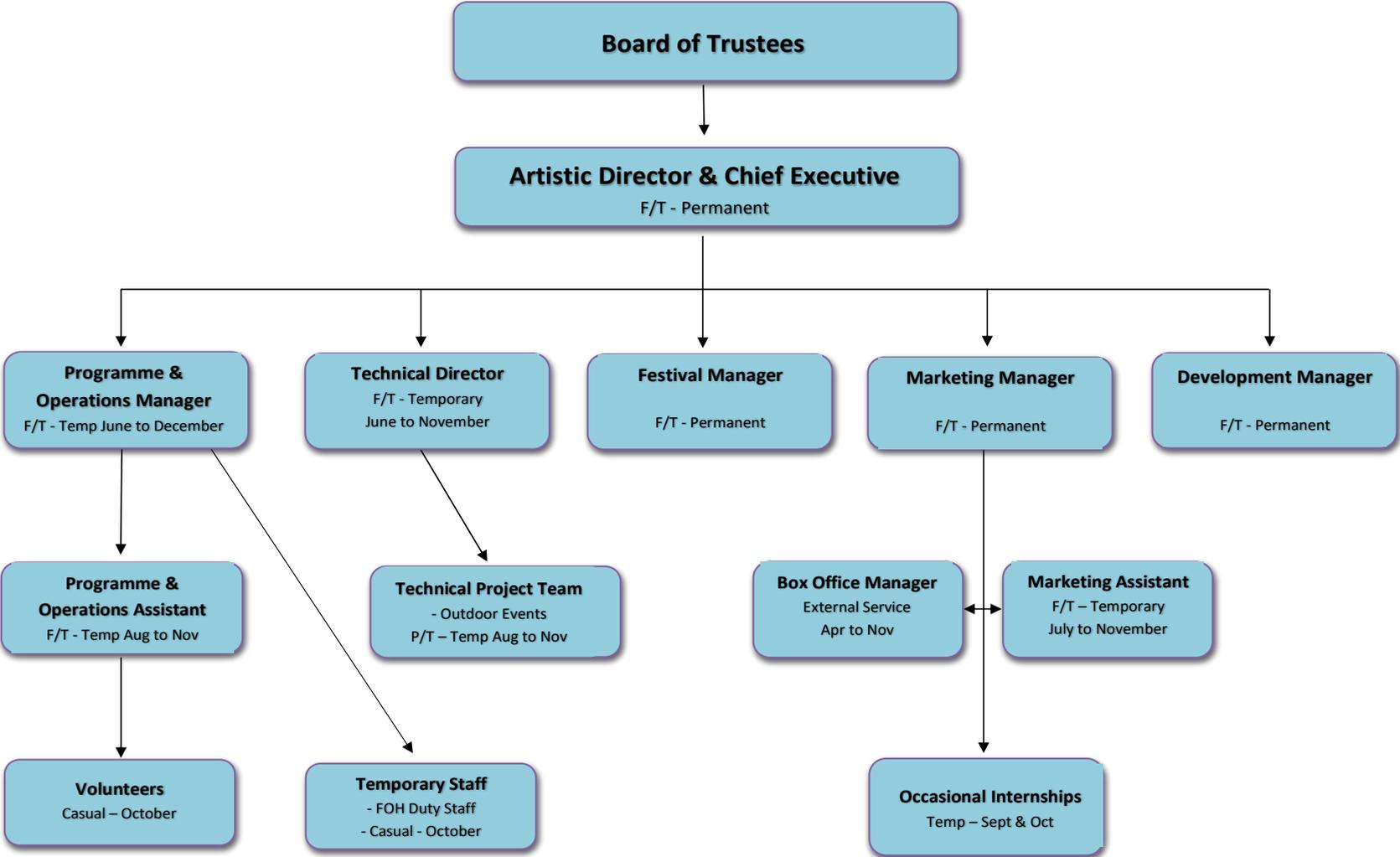
- Presenting a wide range of contemporary arts and cultural events of the highest possible international standard to the widest possible audiences from home and abroad.
- Reflecting contemporary culture from across the globe to audiences from Belfast, NI and visitors to the province.
- Offering an international showcase for the best of Northern Ireland contemporary culture.
- Presenting events which cannot easily be achieved by any other UK or Irish arts organisation, through innovative programming and a commitment to creating new work.
- Actively ensuring equal opportunities and access for all sections of our community to directly experience, participate in and enjoy the Festival.
- Collaborating and partnering with arts and community organisations across Belfast to create an annual city wide, cultural celebration.
- Ensuring the Festival has adequate financial resources and expertise to fulfil its mission and address its overall sustainability.

Our guiding principles reflect the importance of:

- Global Connections
- Community
- Collaboration and Partnership
- Access and Cultural Diversity

For more information visit BelfastInternationalArtsFestival.com

BELFAST INTERNATIONAL ARTS FESTIVAL - ORGANISATION CHART



PERSON SPECIFICATION - DEVELOPMENT MANAGER

	Essential	Desirable
Experience		
• A minimum of 3 years' recent professional experience and demonstrable success in securing core, programme/project funding, and income generation from a range of relevant sources for the non-profit sector.	x	
• A minimum of 3 years' professional experience managing grant aid and sponsorship.	x	
• Experience of preparing business, fundraising and strategic plans. Evaluating and presenting/reporting the outcomes to senior staff, Trustees and funders.	x	
• Experience of preparing budgets and written financial reports.	x	
• A minimum of 3 years' experience, within the last 7 years, in a senior professional position in the arts/voluntary sector with responsibility for fundraising strategy and securing funding from statutory and non-statutory sources.		x
• Experience of planning and implementing fundraising events such as a fundraising gala or similar.		x
• Experience of managing budgets and applying appropriate procurement policies for quotation and tendering.		x
Skills		
• Excellent interpersonal skills and ability to be articulate and persuasive in written and verbal communications with a range of key stakeholders including staff, artists, trustees, business leaders, funders, etc.	x	
• Ability to identify and analyse key points in written documents, and to interpret and present financial and statistical data.	x	
• Ability to manage multiple priorities and deadlines with excellent administration, record-keeping, organisation skills and attention to detail.	x	
• Competent and confident in the use of Microsoft Office and Google software for word processing, spreadsheets, data processing, presentations and email for PC and/or MAC.	x	
• High level negotiation skills.		x
Knowledge		
• Knowledge of the role of the voluntary/statutory sector.	x	
• Knowledge of funding institutions that support the voluntary/statutory sector.	x	
• Knowledge of arts/cultural policy and relevant funding opportunities at local, national and international level.		x
• Good knowledge of and passion for the arts.		x
Qualifications		
• A third level qualification (degree).	x	
• A third level qualification in a relevant subject for example, cultural management or business planning.		x
Other		
• Able to work unsocial hours during busy periods including evenings and weekends during Festival and when required to facilitate stakeholder meetings and events.	x	

DEVELOPMENT MANAGER

Main Duties and Responsibilities

Fundraising Strategy

- Work with the Director to implement current fundraising priorities and initiatives and to develop ongoing 3-5 year strategic business and fundraising plans to enable the Director and Board's vision and ambitions for the Festival
- Regularly review the effectiveness, impact and success of the plan against agreed targets
- Provide regular written update reports to the Director and Board

Income Development

- Agree realistic targets and achievable strategies for income generation with the Director
- Diversify the current range of income sources for core, programme and project funding to reduce reliance on public funding
- To lead, with contributions from executive staff, on applying for funding from our main public and statutory stakeholders
- To manage all grant compliance and funder reporting in an effective and timely manner
- Research, identify and secure additional appropriate local, national and international income streams
- Research, identify and secure a range of sponsorship opportunities for Festival
- Research, identify and secure other forms of income including but not limited to – trusts and foundations, donors/patrons/private giving, partnership working, service provision, social enterprise, earned income and merchandise
- Collaborate with the Marketing Manager in designing and delivering sponsorship benefits and opportunities to increase box office income

Relationship Building

- Maintain and develop Festival's relationships across its range of funding sources and stakeholders, including statutory, trusts and foundations, sponsorship and partnerships
- Work with internal colleagues to ensure a full understanding of projects and company needs
- Liaise with colleagues to gather progress reports agreeing milestones for monitoring and evaluation
- Establish and maintain systems to gather quantitative and qualitative information for funding reports

General/Other

- Represent and positively promote Festival at all levels
- Contribute to management and team meetings
- Contribute to the creation and development of Strategic Business plans
- Attend and present to meetings of the Board of Directors as required
- Comply with all company policies and procedures including, but not limited to, Health & Safety, Equal Opportunities, Data Protection, Finance & Procurement.
- Maintain up-to-date files and store data in an appropriate manner where it can be shared with other members of the team
- All staff are required to be professional, co-operative and flexible in the delivery of their remit

The above list of Duties & Responsibilities is not exclusive or exhaustive, and the post holder may be required to undertake other reasonable duties as part of working within a small team.

HOW TO APPLY



To ensure Equality of Opportunity, applications will only be accepted on the official Application Form, which must be emailed along with the completed Equal Opportunities Monitoring Form. CV's will not be accepted nor will any other supplementary paperwork.

The application deadline is **11pm on Sunday 24th February 2019**. Please email your application to recruitment@belfastinternationalartsfestival.com. Late applications will not be accepted.

We will contact you to confirm receipt of your emailed application, please note this may take a few days. No telephone or walk-in enquiries please. All applications are considered confidential. Belfast International Arts Festival is an equal opportunity employer.

Please note that we anticipate holding interviews in the week beginning 4th March 2019.

