

## INFORMATION FOR THE POST OF DEVELOPMENT MANAGER



Following the success of the 2017 edition, which attracted 170,000+ attendances, **Belfast International Arts Festival** is now seeking to appoint a highly motivated, experienced and resourceful Development Manager, with a successful background in fundraising and business development for the not-for-profit sector, to support the vision of the Festival and ensure its continued success.

The post holder will work closely with the Artistic Director & Chief Executive and Board of Directors to develop, implement and manage a viable fundraising strategy and business plan, bringing new sources of income to the organisation whilst maintaining and developing existing stakeholder partnerships that ensure our long-term sustainability.

Belfast International Arts Festival 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 expected to work with the Artistic Director & Chief Executive to secure funding to enhance the Festival's future development, ensuring it can deliver its international artistic vision and sustain its core operations.

This is an exciting time for Festival with performance results for the first 2 years as an independent charitable company exceeding expectations with plans to grow and develop future events. However, like all arts organisations, we face significant challenges in the current economic climate in attracting sufficient income to realise our vision to create to a genuinely civic event of contemporary arts and ideas and of international appeal and stature.

**Employer:** Belfast 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 a 6-month probationary period, and to continuing funding/grant aid.

**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. A minimum 1% 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** (formerly known as Belfast Festival at Queen's) was established as an independent charitable company in May 2015 and has exceeded all expectations in its first three years. The event is the largest multi-disciplinary arts festival in Ireland promoting artistic collaboration and audience engagement by presenting the best of emerging and established international and local professional arts.



Our mission is to be the preeminent, progressive international arts event within Northern Ireland, actively engaging both global and local communities in the richness and diversity of contemporary arts practice. With our partners throughout the entire city, we seek to create a distinctive environment for audiences to enjoy and participate in inspirational and transformative aesthetic experiences from world-class artists, thinkers and leaders.

We do this by:

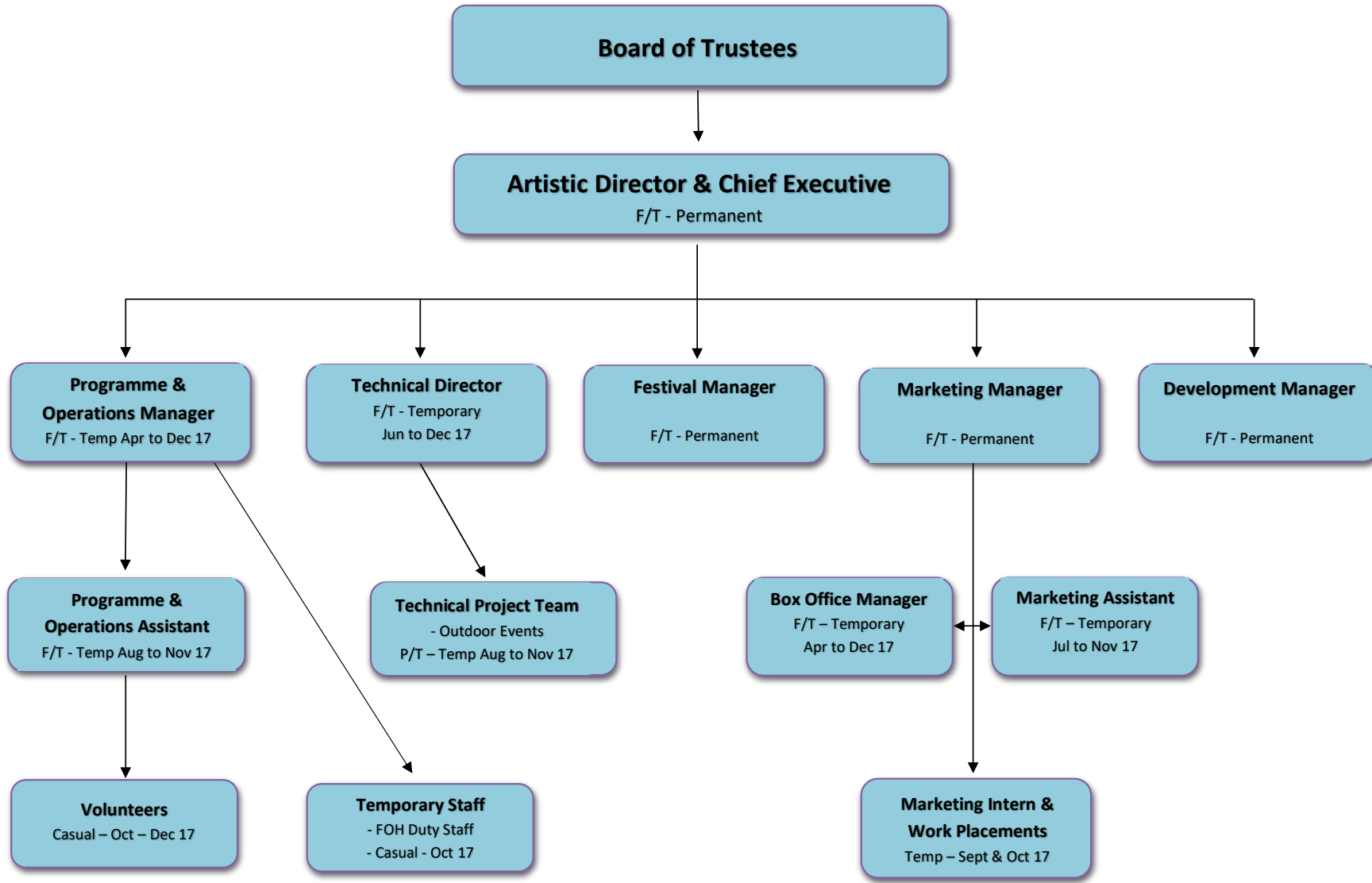
- Presenting a wide range of contemporary arts and cultural events of the highest possible international standard to the widest possible audiences from home and abroad.
- Reflecting contemporary culture from across the globe to audiences from Belfast, NI and visitors to the province.
- Offering an international 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



# BELFAST INTERNATIONAL ARTS FESTIVAL - ORGANISATION CHART 2017



## PERSON SPECIFICATION - DEVELOPMENT MANAGER

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
A minimum of 3 years of 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 of 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

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
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

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
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

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
A third level qualification (degree).	x	
A third level qualification in a relevant subject for example, cultural management or business planning.		x

<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
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**

One of the key aims of Belfast International Arts Festival is to build on a strong track record of fundraising from the corporate sector, trusts and foundations, project funding and awards, individual giving, and in-kind support towards our artistic vision.



### **Business Development & Strategy**

- Work with the Director to implement current fundraising priorities and initiatives and to develop a 3-5 year strategic business and fundraising plan 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
- Lead on applying for funding and manage grant compliance 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
- Investigate opportunities to support volunteer, intern and apprenticeship opportunities
- 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 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, etc.
- Maintain appropriate records in an accessible manner
- 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 in word format 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 25<sup>th</sup> February 2018**. Please email your application to **recruitment@belfastinternationalartsfestival.com**. Late applications will not be accepted.

We will contact you to confirm receipt of your email, 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 on Thursday 8<sup>th</sup> March 2018.



Belfast  
City Council

