

Spike Island

PERSON SPECIFICATION: DEVELOPMENT MANAGER

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree or degree-level qualification 	<ul style="list-style-type: none"> Recognised Fundraising qualification
Knowledge	<ul style="list-style-type: none"> An active interest in, and knowledge of, contemporary art and the wider arts and cultural sector. A demonstrable commitment to equity, diversity and inclusion. A familiarity with the aims and objectives of non-profit arts organisations and artist-led initiatives. Up-to-date knowledge of best practice in fundraising, including tax-efficient giving mechanisms, gift accounting and data protection legislation. Knowledge of arts funding structures. 	<ul style="list-style-type: none"> Working knowledge of the regional, national and international arts sector. A good network of fundraising relationships. Knowledge of best practice around GDPR. A familiarity with the aims and objectives of Arts Council England's new 10-year strategy, <i>Let's Create</i>.
Experience	<ul style="list-style-type: none"> A minimum of three years' professional experience working in a development role. Track record in raising funds and meeting targets from multiple sources. Experience of and success in face-to-face solicitation. Experience of prospect identification, research and management. Experience of reporting fundraised income against targets. 	<ul style="list-style-type: none"> Experience of high quality event management. Experience of working with Boards of Trustees and/or subgroups.

Skills	<ul style="list-style-type: none"> • Rigorous attention to detail. • The ability to communicate effectively (both in writing and orally) with a wide range of people, including internal and external stakeholders and across teams at Spike Island. • A warm and approachable manner looking to champion a dynamic organisation and community. • Good administrative skills. • Computer literate and IT experienced, with a comprehensive knowledge of Microsoft Office and proficiency with CRM systems. • A willingness and ability to learn new IT practices and processes as required. • Comfortable working in a team and maintaining a can-do attitude, even under demanding circumstances. • Excellent organisational and time management skills, including the ability to work to regular, competing deadlines. • The ability to work according to your own initiative and be self-motivated. • Flexible and responsive. 	<ul style="list-style-type: none"> • Experience of Capsule CRM software • Experience of implementing new CRM software • Budget management skills
Circumstances	<ul style="list-style-type: none"> • Living with an easily commutable distance from Bristol, or a willingness to relocate. • A willingness to work flexible hours, including regular evenings and weekends, and a commitment to working within a small, dedicated team. 	

Terms and Conditions of Appointment

Job duties and description:

The job description is a guide to the targets that the Develop Manager is expected to achieve and may be revised from time to time by agreement to meet changing circumstances.

Normal hours of work:

35 hours per week.
Monday-Friday, 9am–5pm (please note that regular evening and weekend work will be necessary to effectively support programme delivery, though time off in lieu may be taken to compensate for this)

Salary:

£30,000 - £32,000 per annum, depending on experience.

Term:

Permanent



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Registered charity no. 1003505
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and Wales no. 2624621
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Pension:	On completion of three month's service, you would be eligible for auto enrolment in to Spike Island's workplace pension scheme.
Annual leave:	In addition to bank/public holidays, employees are entitled to 4.6 week's annual leave on full pay.
Probationary period:	This post is subject to a probationary period of six months, during which the notice on either side is two weeks.
Notice period:	Upon completion of the probationary period, employment is subject to a three-month notice period.
Benefits:	<p>Spike Island offers access to the following schemes:</p> <ul style="list-style-type: none"> Cyclescheme Access to Employee Assistance Programme Membership to Spike Island Associates Staff discount in Emmeline café <p>All such benefits apply during the course of your employment only and are subject to review.</p>



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



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