

Director of Development Job Description

May 2010

Commissions East

46 St Mary's Street, Ely, Cambridgeshire CB7 4EY

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Registered charity number 1045657. Company registration number 2802661. VAT registration number 636778589.

Job Description

1. Introduction

Established in 1992 Commissions East is one of the UK's leading public art development organisations. Based in Ely, Cambridgeshire, we work in partnership with the public and private sectors to develop and deliver outstanding visual arts projects that contribute to making better places, bring together communities and develop innovative approaches to public art.

Commissions East has a staff of five – the Director, Director of Development, Company Manager, Project Manager and a Project Assistant, supported by a team of Associate Project Managers who help us deliver projects. We have a Board of Trustees representing a range of different skills, disciplines and backgrounds.

Commissions East provides a project advice and management service for clients. This ranges from selecting sites, developing artist briefs, identifying suitable artists, writing contracts, overseeing project development (including legal, financial and planning issues), leading public consultation and advising on fundraising, evaluation and marketing. As well as leading project implementation and delivery, we also work with clients to research and develop public art strategies and policies. This allows us to create a framework for an integrated approach to working with artists in the public realm, and can lead to additional funding, the involvement of artists at the planning stage, improved local and political support and ultimately, higher quality commissions.

Complementing the work we do for clients is a commitment to research and development. We test new approaches to public art by initiating and funding visionary projects that promote innovative practice. We also collaborate with artists and other cultural organisations to deliver pioneering new work.

Further information about Commissions East's work can be found on www.commissionseast.org.uk

A registered charity in receipt of regular funding from Arts Council England, Commissions East has recently adopted a three year business plan that emphasises the need for a more commercially driven business model with a broader geographical and customer base. This marks our strategic intent to offer our services beyond the East of England, expanding first to London and the East Midlands, and then nationally and internationally.

This job description is for the post of Deputy Director, a senior post within the organisation with special responsibility for development. The post is offered on a full-time basis, but Commissions East may consider appointing the right candidate on a part-time or flexible-working basis.

2. Main Objectives

The post holder will lead and manage the organisation's development and fundraising programme and deputise for the Director in his absence. The post has three main areas of activity:

Development

Research, develop and secure funding for new partnerships, projects and initiatives.

Marketing

Plan and implement the organisation's marketing strategy.

Operations

Be responsible for leading and managing the organisation in the Director's absence.

3. Duties and Responsibilities

Development

- research, develop opportunities for partnership working and secure income from the public and private sectors
- research and develop relationships with potential funders, write proposals and funding applications to trusts, foundations and charities, and ensure that funders requirements are met
- lead fundraising and income generation for key projects
- develop new opportunities for income generation relating to Commissions East's services and products.
- investigate new income streams
- ensure that Commissions East benefits financially from local authority Section 106 agreements with developers relating to public art both regionally and elsewhere.

Marketing

- plan, agree and implement the marketing plan across all areas of Commissions East activity, adhering to budgets and deadlines
- monitor and evaluate outcomes of the marketing plan and its return on investment, developing this in response to changing circumstances
- liaise with colleagues and clients to promote commissioned projects

- be responsible for developing and leading the organisations public relations, communications and media work with others including external agencies on delivering this
- act as an advocate and speech maker for Commissions East at presentations, events and meetings. Make presentations about the organisation and its activities at conferences, seminars etc

Operations

- be responsible for the overall management of the organisation in the absence of the Director
- work with the Director on the strategic and day to day management of the organisation

4. Additional information

Salary Range: £28,000 - £35,000

Hours: Office hours are Monday - Thursday 9.00am - 5.30pm with one hour for lunch and Friday 9.00am - 5.00pm with one hour for lunch. Please note however that the work of the Director of Development will involve some working away from the office and a fixed working week may not always be practicable. Overtime is not paid, but time in lieu may be taken by prior arrangement with the Director.

Holiday entitlement: 25 working days per annum (pro rata)

Starting date: ASAP

Location: 46 St Mary's Street, Ely, Cambridgeshire CB7 4EY.

The appointment will be made after the completion of a successful six month probationary period. At this stage the post will be confirmed on the basis of a permanent contract.

Commissions East operates a comprehensive policy of equal opportunity in the recruitment, management, employment practices and provision of services to all board members, staff, clients and artists. No individual or sector will be discriminated against on the basis of age, class, colour, creed, gender, marital status, personal circumstances, physical disability, political belief, race, sexual orientation or other criteria not specifically related to skill, responsibility and job content.

5. Applications and Interviews

Applicants are required to send the following, to arrive no later than 25 June 2010:

- a letter outlining reasons for applying and ability to fulfil the objectives of the post as described in the job description and the 'Essential' section of the person specification
- curriculum vitae
- names and addresses of two referees (references will normally be taken up after an offer has been made)
- completed equal opportunities monitoring form

Interviews will be held in Ely on July 1. 2010

Applications should be sent or emailed to:

Sian Wilson
Commissions East
46 St Mary's Street
Ely
Cambridgeshire
CB7 4EY

sian@commissionseast.org.uk

Please notify us if you have any special access requirements or if you need information to be provided in large print.

Director of Development

PERSON SPECIFICATION

The post-holder will have to demonstrate that they have the following skills and experience in their letter of application:

Essential

- excellent negotiation, presentation and communication skills
- experience of making business presentations to secure new work
- experience of writing successful grant applications and tenders for new business
- self-motivation and tenacity
- experience of planning and implementing a marketing plan
- experience of developing and delivering public relations campaigns and activity
- proven ability of working successfully with agencies and sub-contractors
- the ability to work to budgets and deadlines
- success in generating income from the public and private sectors and from trusts and foundations
- willingness to travel and work unsociable hours occasionally
- driving licence
- knowledge of the visual arts

Desirable

- experience of working with and managing a small team
- knowledge of public art commissioning