

## Fundraising & Development Manager Job Pack (Sep 2023)

### About Venture Arts

Venture Arts is an award-winning visual arts organisation working with learning disabled artists. Through our studio programmes, exhibitions and collaborative projects, we remove barriers to the arts, we put artists in the lead, we champion neurodiversity and provide pathways for every individual to develop their creative identity.

Venture Arts equips people to succeed as artists, advocates, cultural workers, educators, curators and critics.



Each year the Venture Arts team mentor over 200 artists across a wide range of specialisms. Collaborations and partnerships are integral to what we do. Our studio artists exhibit regionally, nationally and internationally, and work is represented in collections worldwide.

We develop young artists through our Young People's Art Club and school projects, and our ground-breaking Cultural Enrichment Programme of placements in galleries, museums, cultural venues and festivals increases representation and makes our cultural sector a fairer, more equitable place.

This is a great opportunity to join our team during an exciting time for the organisation as it expands.

## Our Vision

For learning disabled people to be recognised, celebrated and valued in the arts and in society.

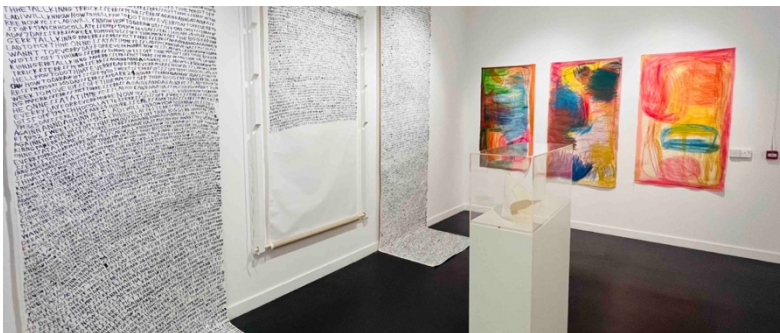
## Our Mission

To be leaders in the arts, striving for equity and supporting artists to excel.

## Our Values

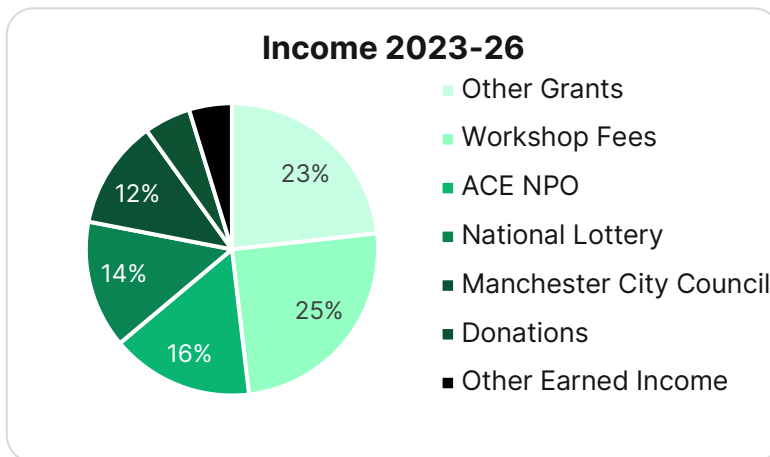
Venture Arts is:

- **Artist led** – Our artists drive everything that we do in partnership with the wider artist community.
- **Ambitious** – We are leaders in our work, fighting inequality and empowering learning disabled people to succeed as individuals in society.
- **Championing of diversity** – We actively support, respect and champion all individuals and communities.
- **A space for belonging** – We bring people together in a welcoming and supportive space.
- **Protective of our planet** – We take responsibility for actively reducing our impact on the environment and being environmentally sustainable.



## Fundraising and Income Generation

The organisation is in a strong position with diverse income streams. We are mindful of the increasing competition for funds in addition to rising business costs and the cost of living for individuals, which is part of our ongoing organisational risk management review.



In 2023-26, our focus is to:

1. Ensure long-term funding is secured for our Young People's Art Club.
2. Prioritise diversifying income streams specifically through corporate sponsors and individual giving (£20K target for year 1).
3. Develop plans to retain existing individual donors.
4. Maintain strong relationships with key grant makers, keeping them informed of work/ plans.

## This Job Opportunity

We are seeking someone who shares our values and can demonstrate high levels of accountability, flexibility and motivation to lead our fundraising strategy. We are looking for a highly experienced fundraiser, proficient in writing bids and building supporter bases across the fundraising spectrum. The ideal candidate will be a highly personable individual who will play a key role in the Venture Arts management team and be a central part of the charities' ongoing development. A leader in influencing, initiating and developing strong relationships with current and new funding bodies, individuals and corporate sponsors alike.

## Job Overview

**Salary:** £31,000 - £32,500

**Hours:** 37.5 hours per week (full time)

**Contract:** Permanent

**Probation period:** Three months

**Location:** Venture Arts, Manchester

**Report to:** Director

**Purpose:** Overseeing and implementing all aspects of fundraising and grant delivery/ reporting, supporter stewardship, and the fundraising strategy.

**Holidays:** 20 days (pro rata) plus bank holidays and an additional week at Easter and two weeks over Christmas when the Venture Arts studio closes.

## Job Description

### Grant Fundraising

- Research, coordinate and write funding applications to trusts, foundations and government sources.
- Develop compelling cases for support to create tailored applications to a range of funders.
- Support consultation and stakeholder research activities to develop cases for support for funding proposals.
- Lead on gathering, compiling and submitting timely and accurate monitoring, outputs and evaluation reports as per funder requirements, working with the wider team to build this into plans.
- Keep in regular communication with funders to build and maintain relationships.
- Maintain an up-to-date knowledge of the funding climate, sector and sources of available funding.
- Ensure that the charity delivers on all commitments to funders, and that all funding partnerships reach their maximum potential.

### Individual and Corporate Fundraising

- Research prospects and devise targeted strategies and communications to build corporate partnerships.
- Manage the CRM system including donor/partner records, contact permissions and donations information in-line with GDPR regulations.
- Work with the Marketing Officer on social media/ email campaigns aimed at building individual and corporate giving.
- Steward donors and corporate partners to maximise ongoing giving.
- Develop strategies and campaigns to encourage new networks and giving potential.

### **Management Responsibilities**

- Work with Finance Manager to review budgets and monitor funding gaps.
- Lead in developing and delivering the fundraising strategy in line with Venture Arts' Business Plan.
- Compile quarterly board report data.
- Attend and contribute to management team meetings.
- Attend board meetings as required.
- Attend board sub-committee meetings as required.
- Manage any other fundraising staff/freelancers employed.

### **Communication and Advocacy**

- Lead on developing communication strategies and meetings to build fundraising partnerships and networks.
- Produce publications and web copy designed to promote Venture Arts to existing and new supporters.
- Attend appropriate conferences, networking events, workshops and other events beneficial to generating funding.

### **General organisational input**

- Be a strong advocate for the organisation's artists, the organisation's work and its ambition.
- Support, promote and implement equality, diversity, access and inclusion across all work.
- Ensure that all policies are adhered to at all times, and especially in relation to Safeguarding & Child Protection and Health & Safety.
- Support the organisation in its environmental sustainability work, helping to reduce the organisation's carbon footprint and make positive change.
- Undertake training as required by the organisation and/ or the role.
- Support in the smooth running of the organisation.
- Attend internal and external meetings and as required.
- Support other events across the organisation's wider programmes.
- Represent the organisation at external events.
- Carry out other duties from time-to-time as deemed appropriate by the Director.

This post requires occasional evening and weekend work.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.



## Job Specification

### Essential criteria

- At least three years' experience in fundraising, including trusts and foundations, public fundraising, individual giving and corporate sponsorship.
- Experience of working within a charity.
- A commitment to our values, vision and mission.
- A proven track record in writing successful funding applications, with an attention to detail.
- Experience of writing reports for funders and stakeholders.
- Excellent research skills.
- Experience of evaluation and stakeholder mapping.
- A strategic thinker.
- Excellent experience of building partnerships and networks with a wide range of people.
- Experience of working on your own initiative, under pressure and to deadlines.
- Experience of using Microsoft 365 applications (or similar), including Outlook, Word and Excel especially.
- Excellent administrative, planning and organisational skills.
- Excellent time management skills.
- Excellent attention to detail.
- Excellent people skills.
- Excellent communication skills, with the ability to request and deliver information in different ways from/ to different people (e.g. tailor information for different types of funders/ donors/ learning disabled artists/ neurodivergent people).
- The ability to adapt to change.
- A reliable and trustworthy approach and be used to dealing with matters of a confidential nature.
- An active desire to be an integral part of a team and you should enjoy the responsibilities of team working and supporting colleagues.
- A commitment to championing representation and inclusion at every level of the organisation with a proven ability to work with people from a wide range of backgrounds and learning and communication styles.
- The successful applicant will be required to undergo an enhanced DBS check.

## Desirable criteria

- Knowledge of the workings of a voluntary organisation.
- Experience of working with learning disabled people.

## Equal Opportunity

Venture Arts is committed to promoting equality of opportunity, tackling discrimination and welcoming and valuing the diversity of the communities we serve.

Our ambition is to work to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity.

We welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We are particularly committed to supporting applications from individuals with backgrounds or social groups that are currently underrepresented in the creative industries – including those within South Asian communities (particularly Bangladeshi, Indian and Pakistani), African and Caribbean communities and Deaf and disabled people, as well as individuals from lower socio- economic backgrounds. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Single Equalities Act 2010.

## To Apply

- a) read the Job Pack for this post
- b) complete the application form, which can be [downloaded on our website here](#).
- c) submit it (preferably by email to [marisa@venturearts.org](mailto:marisa@venturearts.org)) by the deadline listed below.
- d) complete the anonymous equal opportunities form online at <https://form.jotform.com/212772637073054>

If you have enquiries, require access support, or if you would like to make an application in a different format, please get in touch with Marisa Draper at [marisa@venturearts.org](mailto:marisa@venturearts.org) or 0161 232 1223 and we will support where possible.

During recruitment, the selection panel will shortlist based on how you match the person specification alongside what qualities, skills and experience you may bring to the role.

As part of our commitment to being a Disability Confident employer, all disabled applicants who meet the essential criteria for a job vacancy will be interviewed.

**To be considered, applicants will need to declare that they have a disability on their application form.**

If you are shortlisted for interview, we will share the interview questions with you in advance and ask if you have any access needs for us to support you with.

## Application Deadline and Interview Dates

**Deadline for applications:** 12noon on Monday 9 October 2023 – late applications will not be considered

**Interviews to be held:** Tuesday 24 October 2023

