

## Senior Consultant, Development Division

Cultural sector consultancy company, Achates, is seeking a Senior Consultant to join our Development Division, to support a range of clients across the cultural spectrum with their strategic development and fundraising activities.

This is a home-based, flexible role available 3-5 days a week and we are open to applications from across the country with one day of co-working in London per month (with travel at employees' own expense). Benefits include a generous pension.

To apply, please send your CV and a cover letter outlining why you'd like to join our team to: Victoria Hibbs, General Manager [victoria@achates.org.uk](mailto:victoria@achates.org.uk) by 12pm Wednesday 9 February. If you would like to discuss the role, please contact [info@achates.org.uk](mailto:info@achates.org.uk) in the first instance.

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## Job Description

January 2022

### About Achates

At Achates we love art, care about strong relationships with audiences, and know that good governance is essential. Our holistic approach brings these key elements together to optimise income generation. We work for and with the cultural sector to enable resilience with integrity. We start with the art and, by focusing on audiences and income generation, we create innovative models informed by each organisation's distinctiveness.

Achates brings together a team of outstanding and highly experienced creative, cultural sector managers and fundraisers to offer an ethical, tailored approach to organisations of all sizes – helping them achieve a long-term, sustainable position and maximise the impact of their work. By bringing together a specially selected and highly experienced team for each project, we deliver high quality work to competitive budgets.

Our ethos is based on quality of service – we work collegially with our clients and with our colleagues - and that's how we came by our name. In Virgil's Aeneid, Achates was the

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[achates.org.uk](http://achates.org.uk)

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close friend and loyal advisor of Trojan leader, Aeneas. We thought this described the exact relationship we offer our clients.

### **Main Purpose of the Role**

Our clients often approach us at times of transformation, new direction and change – as they look to new audiences and communities, embark on major capital projects, or re-assess their creative direction. This role will play a key part in helping those clients achieve their aims in the context of a post-Covid, ever changing funding and cultural landscape, working with the Director of Development and the Director to support a range of clients with their strategic development and fundraising activities. The Senior Consultant will report to the Director of Development.

### **Person Specification**

An experienced and strategically minded arts fundraiser, having ideally acted at Head of Department level, and having worked across all voluntary income areas, with a particular deep understanding of fundraising from trusts and foundations. A thorough understanding of cultural policy and fundraising theory, including theory of change, and the ability to communicate this knowledge and experience to others.

#### Essential skills

- 5 years+ experience in arts fundraising
- A good understanding of arts policy
- Good knowledge of best practise approaches in the sector including Theory of Change and Logic Models
- Outstanding written and verbal communication skills with the ability to make pitches, give presentations and write reports

### **Job Description**

External consultancy is the main responsibility for this role, with a monthly target of billable high-level fundraising consultancy days each month related to the number of working days. Working with clients that range from individual artists and grass roots arts organisations to major national and international organisations, across all art forms and locations.

Consultancy delivered is likely to cover product areas including:

- One to one support including training
- Supporting project development to optimise income generation
- Developing Logic Models and Theories of Change
- Developing fundraising strategies, including new offers and campaign development
- Supporting fundraising feasibility studies and other major reports

- Planning and leading workshops
- High level / strategic bid writing for major bids
- Support for the Trusts team as required

Alongside this work, there will be a requirement to support the development and / or delivery of other Achates products, including delivering training and *Achates Live!* sessions.

In addition to Consultancy, the Senior Consultant will be required to input to a number of areas as defined by the Director of Development, but to include:

### **Strategy and Leadership**

- As a senior member of the Achates team, to contribute to strategy and new product development
- Line management of the Head of Trusts
- To attend staff away days and other events as required
- To ensure that you remain up to date on UK cultural sector policy developments
- To develop a network of cultural sector contacts

### **Business Development**

- To actively develop new business through networks and speaking engagements etc.
- To act as an ambassador for Achates and its approach
- To attend pitch meetings and to contribute to proposals for clients
- To support *Achates Live!* events as required

### **Philanthropy**

Being an ethical business is central to our aims and we ask all the staff team to sign up to our approach. The company has since its inception donated at least 10% of its profits to the sector, principally via the Achates Philanthropy Foundation and we ask all staff to actively support and promote its initiatives, including the Achates Philanthropy Prize.

### **Equality and Diversity**

Achates is committed to equality of opportunity in all its activities and employment practices and working towards a more representative workforce is a key driver behind our Achates Recruits division. We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and influence and develop our working practice. As we work to address underrepresentation in the wider arts and culture sector workforce, we are particularly keen to hear from applicants from global majority backgrounds or those with other protected characteristics.

**Salary and Terms**

The post is offered from 3 to 5 days a week as preferred, at a salary of £50,000 - £55,000 pro rata, in relation to the experience of other team members.

All Achates staff are offered a 7% pension contribution after 3 months of employment.

The post is home based with regular (at present monthly) co-working days in Central London, with travel costs the post holder's own responsibility. Members of the team are currently based in locations including London, the South-East, Bristol and the North of England. All employees are offered a laptop.

The Senior Consultant is offered 30 days holiday pro rata.

The work will require some attendance at evening events.