

Development Manager, Development Division

Job Description

May 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 for our clients. 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 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.

Role Overview

The Development Manager will work with the Head of Trusts and Director of Development to support Achates' fundraising work:

info@achates.org.uk

achates.org.uk

Achates Philanthropy Limited is a company limited by guarantee in England, no 08970512.

VAT no 185762371. Registered office

39 Sulina Road, London SW2 4EL

- 3-5 days a week, home based, flexible working
- Approximately 75% of working time targeted at client facing activity
- Reporting to the Head of Trusts
- Leading on trust bids for a range of clients nationwide
- Supporting activity in individual and corporate fundraising

Project Management

- To act as the lead contact point on for a portfolio of statutory and trust clients, managing and overseeing the delivery of their contracts and liaising with the wider Achates team, as required
- To draft capital and revenue bids to trust and statutory sources
- To set internal and manage external deadlines
- To lead and oversee the delivery of bid writing and related project development in line with agreed proposals for clients, setting the bid writing framework against agreed timeframes
- To work with clients to develop their project offer using a theory of change-based approach

Client Liaison and Business Development

- To liaise with existing and potential clients on their bid writing and project development needs
- To provide trust-focused coaching support to clients to develop and iterate project plans, to identify funding sources and set out timelines for approaches and advocacy
- To act as a champion for Achates and our audience informed approach
- To represent and advocate for Achates at conferences and events
- To identify potential clients and to promote the work of Achates to them
- To attend pitch meetings with the Director and relevant team members and to feed into proposals for clients in line with those discussions
- To support the Development team in the delivery of individual and corporate support as required as part of your personal development plan

Associate Liaison

- To attend Achates Away Days and key events such as the Achates Philanthropy Prize
- To keep other Associates and staff informed of key developments, especially on projects where there are several strands of activity

Operational

- To monitor client agreements and ensuring that these are being delivered effectively to time, budget and productivity

- To maintain CRM and other information management systems

Other

- Other tasks as required by the Director, Director of Development and Head of Trusts

Person Specification

An experienced arts fundraiser, with a particular understanding of fundraising from trusts and foundations. The ideal candidate will have acted at manager level, or be ready to make the step change, with a thorough understanding of fundraising theory and the main arts funders, having worked across the majority of all voluntary income areas. They should be able to work independently to interpret data and information to craft a strong case for support.

Essential skills

- 3 years+ experience in arts bid writing to a high standard
- Demonstrable experience of individual and corporate fundraising
- A good understanding of arts funders and their requirements
- Good knowledge of best practise approaches in the sector including Theory of Change and Logic Models
- Excellent written and verbal communication skills with the ability to make pitches and liaise with clients both verbally and via written reports and communications

Desirable skills:

- Experience of managing Arts Council England regular funding bids and applications
- A passion for arts with a social purpose and commitment to opening up access and ensuring diversity across the sector
- Experience of prospect research across statutory, individuals, trusts and corporates

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 £36,000 pro rata.

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 Development Manager is offered 30 days holiday pro rata inclusive of public holidays.

To apply, please complete the Equality, Diversity and Inclusion form [here](#) and 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 by 12pm Tuesday 31 May. If you would like to discuss the role, please contact info@achates.org.uk in the first instance.
