

Senior Development Manager Job Description and How to Apply



ActionSpace is committed to creating an accessible and inclusive working environment that reflects our vision and values. We therefore welcome applications from as wide a range of backgrounds as possible.

We are seeking an exceptional individual to join the ActionSpace team as Senior Development Manager, to ensure that we develop the capacities of our organisation in tandem with our ambition.

Following a review of our fundraising strategy and staff structure in late 2023, we are pleased to advertise this new, and potentially career-defining role at the heart of an ambitious, creative and values-driven organisation.

Working closely with the Business Director, Artistic Director & CEO and Trustees, and with the active support of our fundraising consultant, it is an opportunity to further shape and implement the organisation's ambitious new development strategy and make a significant contribution to the future of this impactful charity.

About ActionSpace

ActionSpace is a leading organisation supporting the professional practice of learning-disabled artists across London. We seek out and unlock talent, and we create bespoke opportunities for learning disabled artists to realise their potential.

We manage three supported studio spaces at Cockpit Bloomsbury (Holborn), Studio Voltaire (Clapham), ASC's Ealing Road Studios (Brent). We have established partnerships with institutions including the Royal Academy of Arts, Tate, Camden Arts Centre, Autograph, and the British Museum. We benefit from strong relationships with funders including Arts Council England, Paul Hamlyn Foundation, The National Lottery, City Bridge Trust, John Lyon's charity and a variety of charitable trusts, foundations and funders working in both the arts/cultural and health/social care space.

ActionSpace is also an artist development agency. In tandem with provision of supported studio practice, we have a unique reputation for delivering long-term, bespoke, high-quality professional practice support through mentoring, profiling initiatives, exhibitions and

institutional partnerships. We are passionate about building equitable access to mainstream professional career opportunities for the artists we support. In recent years, ActionSpace artists have gained national recognition through solo exhibitions at major public and commercial galleries, commissions, residencies and publishing projects, acquisition of work into a national collection, and through teaching opportunities and advisory roles.

ActionSpace is a registered charity and a not-for-profit company. We currently generate income through trusts and grants, participant fees and commercial sales. The organisation is governed by a board of seven volunteer trustees.

Senior Development Manager: The Role

Through autumn 2023, and with the support of an external consultant, ActionSpace has undertaken a review of its fundraising activities and is developing a new strategy and case for support. Our Senior Development Manager is a new role that will be instrumental in implementing our new fundraising strategy and refining and shaping the charity's future fundraising.

The Senior Development Manager reports to the Business Director, and will be supported by our external freelance consultant. They are expected to work closely with the Artistic Director & CEO, and Trustees.

The Candidate

We are looking for a development professional with a demonstrable track record in fundraising and with a proven ability to meet financial targets. You may already be at Senior Development Manager level, or you may be an experienced development professional looking to make the next step up in your career.

You will be adept at building and implementing realistic but stretching income plans with a view to longer term growth, whilst working to ensure annual targets are reached. You'll have excellent communication and influencing skills with a deep understanding of relationship management. You will bring to the post an ability to work effectively across a diverse stakeholder group from individual donors to corporates, trusts and other grant givers.

Working as part of a small, friendly professional team, you will work in close proximity to the charity's beneficiaries, from which you draw powerful stories to supplement our case for support. Working with the creative programme, you will have multiple opportunities through exhibition openings and creative events to cultivate donors and supporters. Through ActionSpace's networks, you will benefit from partnerships with cultural venues across London.

The role will offer opportunities for development over time, including gaining line-management responsibilities, and your professional development will be supported by internal team colleagues and by dedicated support from an experienced external fundraising consultant.

Main Duties and Responsibilities

- Work closely with the Business Director, Artistic Director & CEO, and senior colleagues to oversee the implementation of ActionSpace's new fundraising strategy, refining the strategy, devising, planning and delivering new campaigns and initiatives

and directly underpinning the charity's vital work through securing support for projects and programmes.

- Lead on fundraising from Trusts and Foundations and statutory funds, planning and drafting applications and providing high quality relationship management and reporting.
- Lead on devising and establishing new opportunities for individual giving including from major donors to smaller scale individual gifts; working with the team to achieve excellent levels of donor stewardship and to implement appropriate systems for gift administration, due diligence and crediting.
- Cultivate and engage new corporate partnerships that align with ActionSpace's brand, vision and values, and work with your team to ensure good stewardship of these new relationships.
- Work closely with the Artistic Director & CEO and Communications Officer, to ensure that fundraising sits at the heart of ActionSpace's communications strategies.
- Lead on devising, co-ordination and delivery of fundraising campaigns, events and special appeals across digital channels in support of ActionSpace's work.
- Lead on day-to-day monitoring and reporting progress against fundraising targets, providing senior colleagues and external stakeholders with high quality analysis of fundraising programmes, including data on impact and performance against KPIs, ensuring there are efficient and robust processes of data and insight gathering in place.

Senior Development Manager - Person Specification		
Education and Experience	At least three years' experience in a in fundraising / business development in the cultural/charitable sector.	E
	Demonstrable knowledge and understanding of the national (UK) statutory and charitable funding landscape, ideally as it relates to arts and culture.	E
	Demonstrable experience of successfully fundraising from either organisations or individuals (or from both).	E
	A demonstrable track record in working-to and achieving ambitious fundraising targets.	E
	Evidenced ability to cultivate strong relationships with partners, collaborators and stakeholders at a range of levels. You'll be able to lead the donor journey from cultivation and making the ask, to stewardship and compliance.	E
	Experience in line management and recruitment, including objective setting and performance review.	D
	Experience in events management and working with volunteers.	D
	Knowledge and understanding of the national (UK) statutory and charitable funding landscape as it relates to arts and culture.	D

Skills and Abilities	Experience in designing and implementing fundraising campaigns and individual giving programmes at a range of giving levels.	E
	Exceptional organisational and planning skills, with the ability to focus on the things that matter and empower others to do the same.	E
	Excellent written and verbal communication skills, an ability to shape and articulate a compelling case for support and sensitively adapt narratives for different audiences / stakeholders.	E
	The confidence and ability to represent ActionSpace externally at a senior level.	E
	An understanding of the lives of learning-disabled artists including the social and political context within which they make their work.	D
Behavioural	Goal orientated, calm, tenacious, resilient, ability to 'see the big picture' whilst delivering operational objectives.	E
	Enjoys collaborating with others - from coopting the skills and support of colleagues to building relationships and inspiring engagement externally.	E
	A team worker who values different perspectives but can assimilate information and prioritise tasks and resources.	E
	Be able to embody the values of the organisation, leading by example to build a culture and processes that ensure good management and enable sustainable growth.	E
Additional Requirements	Flexibility during times of high work demand and the ability to work occasional evenings and weekends (for which time off in lieu will be given)	E

Contract Details

Due to the nature of this post, the post holder is required to have an Enhanced Disclosure and Barring Service (DBS) check. This can be undertaken for the successful applicant if necessary. This is a permanent contract, subject to a six-month probationary period, with a review at two weeks and three months.

Salary: £40,000+ (full time equivalent)

Hours: 28 hours per week (based on a standard working week of 35 hours), over 4 or 5 days. Time off in lieu for additional hours.

Flexible working: Requirement to work from the ActionSpace office (WC1N 2NP) on average 3 days per week.

Annual Leave: 25 days per annum (full time equivalent) plus Bank Holidays.

Pension: ActionSpace offers an auto-enrolment pension scheme with NEST pensions on commencement of employment, with the opportunity to opt-out.

Some evening work is likely to be required.

How To Apply

Application deadline: Monday 12th February 2024 at 10.00am

Please provide a CV (maximum two A4 pages) and Supporting Statement (maximum two A4 pages) addressing the criteria outlined in the Person Specification and complete a References and Disclosure form by clicking on the following link:

<https://forms.gle/oLx2FkyPAuxFtjCu9>

We are committed to building a culturally diverse workforce and actively encourage submissions from applicants belonging to groups that are currently underrepresented in the arts sector in the UK: particularly people of colour, those with disabilities (including 'invisible' disabilities such as dyslexia or autism), and people from lower socioeconomic backgrounds.

As part of our commitment to equal opportunities we want to make sure a wide range of people access our opportunities.

Please help us by completing the form by completing an Equal Opportunities form:

<https://forms.gle/1ajBAqt7T2cCLf67A>

Please email your application to recruitment@actionspace.org quoting Senior Development Manager in the subject line.

We are happy to accept applications in an alternative format such as a video presentation or audio file. If you would like support or have any queries regarding the format or submission of the application, please contact us at: info@actionspace.org

You are welcome to contact us for an informal discussion about the role before submitting your application. Please send a request via email (including two options of a convenient call time) to recruitment@actionspace.org

First interview online or in person scheduled for Tuesday 20th February 2024 followed by a second interview the following week.

Thank you for your interest in this role. We look forward to hearing from you.