



Job Description

Job Title: Development Manager

Responsible to: Development Director

Bristol Beacon

Run by Bristol Music Trust, and known as **Bristol Beacon**, we were established in 2011 to run the South West's largest concert hall and promote musical excellence, creative learning and engagement. We announced our new name in September 2020. Bristol Beacon is a symbol of hope and community. A focal point for music and a place of welcome, warmth and light.

Our vision is to unite people through the joy of live music. We achieve this through a diverse programme of inspirational musical experiences, which offers something for everybody and encompasses music of all genres including classical, jazz, folk, world, rock, and pop, as well as local choirs, orchestras, and schools.

As an organisation increasing in national importance, we have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music-Education-Hub for Bristol, we deliver the National-Plan-for-Music-Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led programme, in partnership with The National Foundation for Youth Music and Paul Hamlyn Foundation, works with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

In 2023 we will open our newly refurbished concert halls in central Bristol with a new Music Education Centre in the cellars. This will be a completely new space dedicated to music teaching and incorporating a new performance space aimed at young people and emerging artists.

We are showing further sector leadership through our sustainability commitment to become the first carbon neutral concert hall in the UK.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people; we value individual difference, inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

Team

The Development Team is led by the Development Director and is responsible for the fundraising strategy and activity for Bristol Beacon, with a current focus on the capital redevelopment, our music programme and education work. It raises voluntary funds for the Trust from individuals, companies and charitable trusts and foundations. The Development team also plays an advocacy role for the Trust.

Purpose of the Job

The Development Manager works with and supports the Development Director to lead on managing a range of funding streams within the areas of corporate sponsorship, individual giving (including Bristol Beacon patron and membership schemes), trusts and foundations, and events, as well as supporting the delivery of the capital fundraising strategy and activity. The role has special responsibility for proactively leading on corporate sponsorship, but will work across all areas such as events, individual giving, major donor giving and trusts and foundations.

Key Responsibilities

Corporate Sponsorship

1. Manage the Trust's corporate sponsorships relationships in agreement with the Development Director
2. Ensure corporate sponsor benefits and recognition are delivered across Bristol Beacon's marketing channels in close and proactive collaboration with the Marketing Team.
3. Lead on corporate renewals.
4. Work with the Development Director on attracting new corporate supporters as well as cultivating in-kind sponsors.

Individuals

5. Support the development of the Individual Giving programme including patrons, major donors, capital supporters and membership
6. Support the Individual Giving events programme
7. Work with the Development Director and Development Manger on planning and implementing a programme of major donor development and support.

Communications

8. Work with the Marketing Team and an external PR agency to create opportunities for the promotion of new and existing partnerships and to raise the profile of the organisation.
9. Write and gain internal approvals for press releases.

Trusts and Foundations

10. Work with the Development Director on the research and cultivation of Trusts and Foundations and supporting the writing of Trust and Foundation applications as required.

Events

11. Provide event management and planning support including logistics across all fundraising areas and manage the Development Officers in planning and delivery these events.

Staff Management

12. Development Officers are directly managed by the Development Director, but the Development Manager will manage and monitor work through allocated responsibility for supporting corporate sponsorship, patron and membership schemes, individual giving, and events.
13. To supervise and support both Development Officers as required.

Capital

14. Support the Development Director to deliver the capital fundraising strategy as required, with particular responsibility for the area of corporate sponsorship, including the launch and delivery of the public campaign and leading on the organisation of corporate events.

Administration

15. Work with the Finance Team to ensure that all financial reporting, gift aid reporting and direct debit processing requirements are met.

16. Work with the Box Office Team to ensure that customer information and fundraising processes are clear and in line with requirements.

Other

17. To represent the Development Director at meetings and events as required.
18. On a day to day basis comply with the Policies and Procedures of Bristol Music Trust.

Employee Specification:

Essential – The role holder **must** have the following **Core** and **Additional Role Specific** competencies:

Core Competencies

LEADERSHIP

- The ability to organise their own and others activities.

COMMUNICATION

- The ability to communicate clearly and courteously both verbally and in writing to peers, line managers and potential and current donors and funders in a practical way using appropriate methods of communication for each situation.
- The ability to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that the information is understood.
- Excellent and accurate standard of written and verbal communication. This includes demonstrable experience of writing clear copy and accuracy and attention to detail in written and online work.

ADAPTABILITY/FLEXIBILITY/PROBLEM SOLVING

- The ability to adapt to different situations and tasks, remaining calm, level-headed, and positive under pressure.
- The ability to generate new ideas and make suggestions for change
- The ability to be resilient whilst working with conflicting demands and to respond and adapt to changing circumstances, manage, solve and provide solutions to problems

PLANNING AND ORGANISATION

- The ability to work independently and on own initiative
- The ability to prioritise workloads; set personal and individual timetables, work to deadlines.
- The ability to make medium-term plans for a whole project or team as required and respond positively to changing priorities and re-plan accordingly

CUSTOMER SERVICE

- Understands the needs of the customer and what makes good customer service and looks for ways to provide added value for customers.
- Builds rapport and sustainable relationships with customers, seeking pro-actively to understand their needs and satisfaction levels.
- Looks to continuously review and improve performance standards, including directing team members accordingly.

TEAMWORK

- Works co-operatively and flexibly with other members of the team with a full understanding of the role to be played as a team member.
- The ability to delegate effectively and to provide motivation for the team.
- Seeks ideas and input of colleagues in own and other teams to make best use of team expertise and improve team performance.

Role Specific Competencies

DEVELOPMENT

- Ability to create and develop strong and successful relationships with funders.

FUNDRAISING

- Knowledge of current trends in the music scene and an appreciation of music/arts.
- Understanding and experience of fundraising, development, and account management in an arts environment.
- Understanding and experience of developing press and media relationships.

Occasional Duties

The role holder will carry out any other duty that is reasonably required.

Special Conditions

Your usual place of work is Bristol Beacon, Central Bristol, but you may also be required to work at other locations that are reasonably placed, including Beacon Music Centre in Southmead, Bristol.

Your role requires you to work flexibly to complete your duties, and you may, from time to time, be required to work alternative or additional days (including evenings, weekends and bank holidays) to meet the requirements of your role, and these hours will be agreed in advance between yourself and your line manager in accordance with the requirements of Bristol Beacon.

Date created / modified: December 2022

Created by: Rosa Corbishley, Development Director

Approved by: BB HR

Outline of Terms and Conditions:

Role:	Development Manager
Salary:	£30,500.00 per annum
Contract:	Permanent
Hours:	Full-time, 37 hours
Annual Leave:	24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service
Probationary Period:	6 months
Pension:	Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum 4% employee contribution

Application Procedure

To apply please complete our application form and equal opportunities monitoring data on our StaffSavvy recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team to hr@bristolbeacon.org

Ahead of applying we would like interested applicants to arrange an informal conversation with Rosa Corbishley, Development Director. This is an opportunity for you to discuss your experience ahead of applying for the role and for us to tell you more about the role, it is not part of the shortlisting process. Please email Rosa to set this up rosa.corbishley@bristolbeacon.org

If you require our application form in an alternative or if you need to provide your application in a different way or have questions about the recruitment process for the role, please contact our People Team on 0117 440 7663.

We can provide mentors who can give support to applicants who might find this helpful, for example around articulating transferable experience or other areas of the application process that you might need support with. To make a request for this please email hr@bristolbeacon.org

Reasonable adjustments will be made for applicants if required, please let us know if you have any needs. Disabled applicants who meet the essential criteria for the role, will be offered an interview.

The closing date for applications is **Monday 16 January 2023 at 9am**

Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff and to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.