



Job Description

Head of Development

EAST LONDON'S
INDEPENDENT ARTS CENTRE

Role:	Head of Development
Location:	Rich Mix, 35-47 Bethnal Green Road, E1 6LA
Responsible to:	CEO
Responsible for:	Developing strategic approach to capital and revenue funding and raising funds to support the organisation and its artistic and cultural activity
Salary:	Commensurate with experience
Hours:	Anticipated to be 0.6 FTE
Contract:	Permanent
Probation:	6 months
Notice:	Three months' notice in writing on either side, after satisfactory completion of 6-month probation period
Deadline:	10am, Friday 3rd August

Key Purpose

We are seeking an experienced development professional to join the Rich Mix senior management team and provide leadership in the key area of fundraising. Working closely with the Chief Executive, and supported by the Sales and Audience Development Manager, the Head of Development will be responsible for all Rich Mix's fundraising activity, both sourcing funds for ongoing activity and securing capital for the site redevelopment. This is a new role, and the postholder will have the opportunity to shape fundraising strategy for the organisation at an exciting time in its development. You will oversee and implement fundraising activity across all channels including trust and foundations, individuals and corporate giving, building on existing feasibility work and supported by the marketing operation.

The successful candidate will have significant experience of working in the charitable sector, a proven track record of large scale fundraising and senior team leadership experience. The post holder will also have experience of growing a fundraising team and establishing effective fundraising systems. Leadership skills are essential, as well as the ability to communicate internally and externally and think strategically.

Key Responsibilities

Capital funding

- Develop the case for support for a six-figure plus campaign
- Work closely with the Development Board on the preparation of a capital campaign plan and the development of lead prospects and bids

- Identify and cultivate suitable sources of large scale capital funding for future site redevelopment
- Prepare funding applications for both public and private funding, with support from a freelance trust fundraiser as appropriate

Revenue funding

- Responsible for raising funds to support Rich Mix's artistic activity and cultural outreach programme (2018/19 target is £200K, likely to increase to £300K– £350K over a 3 to 5-year time period)
- Work closely with the Chief Executive, General Manager, Chair and Development Board to identify and recruit suitable individual and institutional supporters, and with the Head of Programming to identify Programme funding opportunities
- Create strategic approach to revenue funding including creation of new individual giving schemes and/or corporate sponsorship packages to complement Rich Mix's existing membership programme
- Create targeted annual plan for fundraising from trusts and foundations, with freelance support as appropriate
- Maintain an awareness of any relevant legislative or statutory changes as they relate to charitable fundraising, in particular as relates to HMRC and Gift Aid

Stewardship

- Retain and increase support by working with the wider Rich Mix team to deliver an excellent programme of customer care for donors and prospects including the design and organisation of suitable donor events
- Lead on the ongoing stewardship of Rich Mix's individual giving programme once established
- Establish proficient and compliant use by the whole team of our fundraising database through Spektrix
- Attend Rich Mix performances and other events as required

Organisational development and Leadership

- Work closely with the Chief Executive, General Manager, Head of Programming and Director of Marketing to ensure an integrated approach to strategic planning and organisational development, including the creation and monitoring of realistic budget projections
- Contribute to regular Executive team, Development Board and Board meetings to present future plans and contribute to wider organisational discussions

Team and reporting

- Oversee the overall development team budget, monitoring and reforecasting accurate information about likely income and expenditure, ensuring that all income is handled tax efficiently.
- Provide timely updates for Board and Development Board meetings, including reporting on both capital and revenue funding
- Growing and leading a development team/programme of work, depending on scale of capital development.
- Provide regular feedback and updates to the CEO and contribute to Management and team meetings.

Essential Requirements

- Significant management experience of working within a charity, non-profit, cultural

- organisation or educational institution at senior level
- Strong track record of revenue fundraising, ideally with experience in the performing arts sector
 - Experience of managing relationships with senior volunteers to support fundraising objectives
 - Experience of developing strategic plans including both annual and long-term budgets
 - Experience of securing large scale capital funds, with a comprehensive knowledge of arts and charity funding, governance and relevant legislation.
 - Considerable experience of developing high value donor relationships and securing significant gifts
 - Methodical approach to identifying, stewarding and soliciting new donors
 - Resilient and able to manage a complex and demanding work load under pressure
 - Excellent negotiation skills and ability to deliver significant commercial sponsorship and philanthropic funding
 - Ability to manage multiple priorities, work to deadlines and respond imaginatively in a fast-moving, dynamic environment
 - Experience of managing a multi-skilled team within a diverse cultural environment
 - Excellent written, verbal and analytical skills with a high level of accuracy and attention to detail
 - A proven commitment to diversity and the vision, mission and values of Rich Mix
 - A high level of computer literacy and knowledge of IT systems is essential
 - Due to the nature of the role, the successful individual will have a flexible approach to working, including the ability to work unsociable hours.

Benefits

- Access to auto enrolment pension plan
- 25 days holiday (calculated pro-rata), rising by 1 day per year to a maximum of 30 after 5 years of service
- Access to cycle to work scheme and interest free season loan

How to Apply

To apply for this role, please send a cover letter of two pages of A4 max setting out your reasons for applying and what skills, knowledge and experience you could bring to the role. Please also provide an up-to-date CV and recent references.

Applications should be addressed to Lucy Knight, Executive Coordinator at Rich Mix and forwarded to recruitment@richmix.org.uk

The deadline for receipt of applications is **10 am on Friday 3rd August.**

NB: Should you wish to discuss the role in advance with the Rich Mix CEO Eddie Berg, he will be available to speak by phone during the weeks of July 16th and July 23rd. To arrange a specific time and date, please contact Lucy Knight at the email address above.

About Rich Mix

Rich Mix was launched in April 2006. Since that time we have built a reputation for the excellence and breadth of our programme, the diversity of the artists we nurture and the audiences we engage with, as well as the quality and range of partnerships we have fostered. We have placed diversity at the heart of everything we do, championing access and excellence for BAME artists working across a range of artistic disciplines and our audiences are a reflection of the extraordinary ethnic and social diversity that now characterises our part of east London. In little more than a decade we have become an essential part of the arts ecology of London, a beacon for the Arts Council's creative case for diversity across England and have laid the foundations for becoming a leading international exemplar of the social, cultural and economic possibilities of a neighbourhood-based arts centre in a global city.

To support this creative and artistic framework we have successfully built a flexible, resilient and diverse organisation (we now employ around 75 people, over one third are BAME) with a strong, adaptable business model. Rich Mix is constituted as a registered charity, with a wholly owned trading subsidiary. Almost 80% of our turnover is generated from earned income, primarily through our trading activities. For every £1 of Arts Council England investment we leverage a further £9 from other sources.

The diverse income portfolio that anchors this business model includes sales of cinema tickets (we have three screens with a total of 362 seats), space hire, and lease rentals to around 25 creative and cultural businesses which between them have a combined turnover of £9.5m and employ more than 150 people. Net profits generated by these trading activities are ploughed back into the charitable foundation to support our broader artistic and learning and engagement programmes, as well as the overall running of the building. The ACE investment allows us to broaden the scope, scale and ambition as well as the diversity of our programme.

Our live programme includes around 500 public events per year and includes music, performance, dance, spoken word, debates and workshops. We provide a platform and showcase for an extraordinary range of international talent, primarily through our music programme, which, with the closure of a number of grassroots music venues in the capital, has fewer opportunities to reach audiences in London. The range and geographical scope of the music programme reflects both the artistic and stylistic breadth of the artform as well as the cultural diversity of artists making pioneering music today. In any given week the programme is as likely to feature traditional Bengali music as Columbian psychedelia, Nigerian highlife or South Korean indie-pop.

We also support a network of talent, building progression routes through from our New Creatives (ages 16-25) programme to mid-career artists with a minimum commitment of 60% BAME practitioners.

Rich Mix is currently developing a capital project on the existing site which will help increase and diversify revenues, improve the quality and breadth of experience for visitors and users, enhance and innovate the cultural offer and enable the organisation to better deliver its core purpose to more people, in more ways.

Please note that this job description is not exhaustive and additions may be required in line with future changes in organisation requirements.
