



## **Application Pack**

**Development Manager (Job ref DM/04/17)**

**May 2017**

**Deadline            12pm Friday 9 June 2017**

## **About Black Cultural Archives**

Black Cultural Archives' collection spans several centuries and contains a wide variety of material, including personal papers, rare books, periodicals and press cuttings, photographs, and other artefacts, reflecting the history of the African Diaspora and the presence of Black people in Britain.

In 2014 after a successful £7million fundraising campaign, we launched the first national Black heritage centre in the UK. The primary funder of the capital project was the Heritage Lottery Fund, and this funding was matched funded by London Borough of Lambeth, Greater London Authority, Biffa Award, Foyle Foundation, Garfield Weston Foundation, J Paul Getty Junior, Charles Hayward Foundation, The Linbury Trust, and Esmee Fairbairn Foundation.

Since opening the Heritage Centre, our visitor numbers have increased from 135 to 37,294. There have been 367,000 unique visits to our website, we have 7,700 Facebook Friends, 6,000 Twitter Followers, welcomed 500 readers to our archive, 10,670 people have accessed the on-line catalogue, engaged 3,120 pupils across 72 schools and 3 major exhibitions have been installed.

Our vision for the next 10 years is a bold one. By 2025 we will have spearheaded the rewriting of British history to create a narrative that contains the stories of black people and black presence in Britain. As we move towards achieving this vision we are committed to creating exhibitions and public programmes which continue to stimulate fresh thinking and to challenge what we thought we knew about the history of Britain.

Our strategic objectives are to grow our collection; provide inspiring learning experiences; to change the teaching of British history by leading the debate and inspiring others to play an active role in reshaping the national narrative; and to create a resilient organisation.

We need to raise £900,000 from Trusts and Foundations over the next three years and at least £100,000 a year from other sources. Do you have the skills, experience and stamina required to help us to achieve these targets?

If you do, we would love to hear from you.

## **Job Description**

<b>Job title</b>	Development Manager
<b>Salary</b>	£31,000 per annum
<b>Reports to</b>	Director
<b>Hours</b>	37 hours per week, usually Monday – Friday Additional hours might be required including Saturdays to support the needs of the business for which TOIL will be given

## **Overall Purpose of the Post**

The Development Manager will play a lead role in delivering the wider fundraising targets of the organisation. You will bring an expertise in securing funding from trusts and foundations and will carry responsibility for ensuring that the targets for trusts and foundations within the business plan are achieved. The post holder will provide effective database management and record keeping thorough reporting procedures, as a crucial member of the staff team. The successful candidate will work closely with the staff team and report to the Director. The role includes researching and scoping fundraising opportunities in line with the organisations' plans and programmes and is responsible for producing fundraising reports and collaborating with other members of the teams, particularly for example when reporting back to funders and other stakeholders.

## **Responsibilities and accountabilities**

### **Research, Planning and Reporting**

- Contribute to the organisations overall Fundraising Strategy by helping to develop a culture of intelligence gathering for successful fundraising, compiling research for targeted applications;
- Plan and manage the fundraising workload;
- Populate eTapestry, our customer relationship management system, with accurate and relevant information about Black Cultural Archives' current and prospective funders;
- Ensure database records are accurate logged and that Black Cultural Archives communicates efficiently with its funders and prospective funders;
- Work with Black Cultural Archives' staff team to ensure that all reporting requirements to funders have been submitted accurately and on time;
- Keep a timetable of applications, funders' deadlines and reporting deadlines, and other time-sensitive tasks;
- Take responsibility for developing and maintaining research, databases and administrative systems across all applications to trusts and foundations;
- Monitor income and expenditure against progress to make sure that spend is in line with original agreements;
- Work with both the Development Board to deliver events that will maximise income and cultivation opportunities for the organisation;
- Plan and manage cultivation events;
- Create a work plan that is regularly updated;

- Work with the Finance and Operations Manager/Accountant to ensure that individual giving systems work effectively;
- Work with the Finance and Operations Manager/Accountant to ensure that all fundraising income is properly recorded. This includes maximising and Gift Aid opportunities.

### **Bid writing**

- Work closely with Director and Deputy Director to increase the Black Cultural Archives' income generation from trusts and foundations;
- Liaise with the Management Team to produce fundraising applications that are aligned to the organisations programmes and plans;
- Increase the organisations income by identifying funding opportunities through desk research and networking;
- Scope trusts and foundations that align to the organisations' business plan;
- Write and submit excellent fundraising applications to trusts and foundations;

### **General**

- Establish productive working relationships with the Board of Trustees, Development Board Members, Trust & Foundation representatives and Black Cultural Archives staff and volunteers;
- Work within the established protocols for professional fundraising;
- Support the development of the Friends Scheme;
- Liaise closely with the Marketing, Relationships and Development Manager to ensure effective messaging, communication and engagement with relevant individuals both internally and externally;
- Produce detailed financial reports and analysis as required;
- Help to maximise income generation, produce detailed reports and analysis for the Management Team, Board of Trustees and for reporting purposes;
- Attend and participate in such training as is required to ensure fulfilment of the job description;
- Carry out such other duties as may be periodically required.

### **Skills and experience**

- A creative, determined individual preferably with at least two years' experience of working within the charitable sector preferably an arts or heritage organisation;
- A demonstrable track record of generating and delivering fundraising activities;
- Ability to think and plan strategically, but equally be results and target driven with a track record of delivery;
- Experience of managing multiple priorities and deadlines;
- The ability to connect, collaborate and work in partnership with others internally and externally;

- Broad knowledge of the cultural/heritage sector;
- Excellent oral and written communication, time-management and presentation skills; able to operate with diplomacy, tact and empathy;
- Knowledge of reporting, monitoring and independent research;
- Ability to reflect and evaluate the impact of their performance to-date and apply this going forward.

### **Qualities**

- A genuine interest in Black history and culture and a commitment to the principles of equal opportunity, cultural diversity and broadening access, and to identify with the organisations mission, vision and values;
- Resilience, stamina, reliability and responsiveness to the changing external environment;
- A creative mind with the ability to generate innovative ideas and approaches for funding.

As a key member of staff duties will vary and may also include assisting colleagues across the organisation.

### **Annual leave**

25 days paid annual leave in addition to bank holidays plus 3 days between Christmas and New Year.

### **Pension**

Black Cultural Archives operates under the auto-enrolment pension scheme held with The People's Pension. All staff are automatically enrolled into the pension scheme once they earn over £10,000 per annum, are aged 22 or over and are under state pension age. Staff who do not fulfil this criteria still have the option to opt in.

Employees may opt out of the scheme at any point. Contributions are paid at the current legal minimum. If you choose to increase this contribution, Black Cultural Archives will currently make a pension contribution of 1% of your basic salary into your plan after you have successfully completed your probationary period, and where this is matched by you.

### **Location**

The post is based at Black Cultural Archives, 1 Windrush Square, Brixton SW2 1EF

### **How to apply**

- 1 To apply for the post please complete BOTH the application form and monitoring form. Completed applications and monitoring forms should be emailed to [recruitment@bcaheritage.org.uk](mailto:recruitment@bcaheritage.org.uk). Please insert Development Manager – Ref DM05/17 in the subject line.
- 2 All applications should be submitted on the application form – CVs will not be accepted and we do not accept submissions from recruitment agencies.
- 3 If you wish to discuss the post please email Paul Reid (Director) [Paul@bcaheritage.org.uk](mailto:Paul@bcaheritage.org.uk).

**Closing date for applications is 12pm Friday 9 June 2017**