



## **Job Vacancy: Development Manager**

**Part-time (3 days/week) / £28,000-£30,000 per annum dependent on experience**

Thank you for your interest in joining Candoco Dance Company.

We are looking for a dynamic, experienced and engaging Development Manager to join the team at Candoco.

This is a really exciting time for the company: Last year, we performed over 50 times in eight different countries, our youth dance company Cando2 performed alongside Hofesh Schechter at the Tower of London and we became the first contemporary dance company to appear on Strictly Come Dancing. In 2019 we will be working with the Royal Opera House to stage *The Lost Thing*, a musical reimagining of the popular book by Shaun Tan; we are in the studio making a new work with choreographer Theo Clinkard; and we are taking our new duet *A Graceful Act of Stupidity* out to summer festivals. And this is just the beginning of the adventure as we work towards our 30th anniversary in 2021...

Candoco is made by the people we work with – our staff, our dancers and our artists; and we are thrilled that you are interested in joining our team.

We want to work with people with different experiences, skills and stories, as this is how we continue to learn, continue to grow and continue to thrive. The person specification in this job description will give you a picture of what we need but please don't be put off if there are some areas in which you don't have as much experience. The most important thing to show us in your application is how you want to make a positive impact on our team and help us expand perceptions of what dance can be, and who can do it.

We look forward to hearing from you.

The Candoco Team

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## **DEVELOPMENT MANAGER**

**Reports to:** Executive Director

**Key working relationships:** Artistic Co-Directors, Head of Communications, General Manager, Senior Producer, Creative Learning Producer

### **Scope of post:**

The Development Manager is a newly created role, which will work closely with the Executive Director to shape Candoco's long term fundraising strategy, refine our Case for Support, and achieve and grow our annual fundraising targets. They will support the Executive Director to establish a new individual giving strand, with the view to identifying and building a portfolio of individual donors, researching and cultivating prospective supporters. They will also lead on applications to Trusts & Foundations and identifying opportunities for corporate engagement in order to build a range of partnerships and networks to support Candoco's work.

### **Key areas of responsibility:**

#### **Strategy**

- To work with the Executive Director to create and deliver a Fundraising Strategy to meet the needs of the organisation.
- To achieve and exceed the company's annual revenue funding target of £130,000 in 2019/20
- To identify opportunities to increase and diversify income from individuals, trusts and foundations, embassies and cultural institutes and other funders as relevant from 2020/21 and beyond
- To work with the Executive Director and Artistic Co-Directors to build a consistent and compelling case for support for Candoco Dance Company
- To work with the Head of Communications to ensure that fundraising and campaigns are clearly woven into Candoco's wider communications strategy
- To work with the Board of Trustees in their efforts to assist with fundraising
- To ensure administrative processes and best practice are consistently applied with regards to donor records, gift agreements, GDPR, acknowledgements and recognition

#### **Trust and Foundations**

- To maximise income from trusts and foundations, achieving agreed financial targets
- To write compelling applications and proposals to support a range of work including artistic, touring, learning and artist development.
- To research and identify additional funding opportunities to support our core work and projects
- To manage relationships with existing funders and cultivate new relationships
- To monitor and evaluate projects funded
- To support the Executive Director on major grant applications and reports

#### **Individual Giving / Major Gifts**

- To work with the Executive Director to establish a new individual giving programme to encourage donations and build our network of supporters at all levels
- To work with the Executive Director and Board to establish a new Development Working Group, to support the cultivation of our new individual giving programme
- To maintain and grow Candoco's portfolio of existing and potential individual donors
- To cultivate and track new supporters through research and Candoco's networks
- To manage donor relationships and associated benefits

- To design and deliver an annual public-facing fundraising campaign, working with the Head of Communications to ensure this relates to the organisation's communication strategy
- To administer Gift Aid submissions in a timely fashion
- To develop and manage an annual schedule of VIP, donor and cultivation events around our artistic programme

### **Corporate Support**

- To research new opportunities for corporate sponsorship and gifts in kind
- To make new business approaches to potential sponsors and partners
- To work with the Executive Director and Producer to identify corporate event and performance opportunities
- To manage any corporate partnerships to deliver contractual benefits and build positive, long-term relationships

### **Administration & Finance**

- Developing a CRM system with the Head of Communications and General Manager
- Maintaining a database of funding relationships (including thank yous sent, next steps for cultivation etc)
- Maintaining a database of grants including research done, applications made (whether successful or not) and next steps
- Responsible for all development expenditure
- Work with the Head of Finance to track all fundraised income

### **Joint Team Responsibilities**

- To act as an advocate for Candoco Dance Company at all times
- To abide by the joint team responsibilities as outlined in the staff handbook
- To give due consideration to Equal Opportunities in all aspects of work, e.g. access for disabled people, fair recruitment procedures
- To ensure good working practices in all aspects of the company's work furthering its stated policies and working within the Company's guidelines
- To give due consideration to Environmental Sustainability in all aspects of work, e.g. ensuring minimum waste, using appropriate transport

This job description is a guide to the nature of the work required of the Development Manager. It is not wholly comprehensive or restrictive and may be reviewed as required.

## **Person Specification**

### **Essential skills and experience**

- Demonstrable experience of working in a fundraising environment and securing gifts from individual donors and/or trusts by preparing proposals and making approaches
- A commitment to the principles of inclusive practice and equal opportunities
- A genuine enthusiasm for Candoco and our work
- The ability to deal confidently with people at all levels
- An ability to make and maintain thriving relationships with supporters
- Be articulate and persuasive face to face, over the phone and in writing
- Experience in research and writing funding applications
- Strong word-processing and writing skills
- Proven Excel and budget management skills
- Excellent attention to detail
- An ability to work as part of a small team and to take a hands-on approach to work
- An ability to stay calm under pressure and work on your own in a busy environment

### **Desirable skills and experience**

- Knowledge of fundraising trends and good practice
- Experience and understanding of HMRC and Gift Aid regulations

## Terms and conditions

Contract type	<p>This is a permanent, part-time role at 3-days/22.5 hours per week. Normal office hours are 10am – 6pm. Some evening and weekend work may be required. Overtime is not paid, but Time Off In Lieu (TOIL) can be taken by agreement. Tax and national insurance will be deducted from the post holder's salary at source.</p> <p>Flexible working hours will be considered.</p>
Annual salary	£28,000 - £30,000 per annum, pro-rata. Salary level is dependent on experience.
Pension	Candoco makes a 5% employer's contribution into a Qualifying Pension Workplace Scheme whilst Employees make a balancing payment of up to 3% (at present). Employees are able to opt out of this additional payment, or to increase their personal contributions, should they wish.
Working locations	The post holder will work from the company's office base at 2T Leroy House, Islington, and the company's studio at Aspire in Stanmore and such other rehearsal or performance facilities as may be arranged.
Annual leave	25 days plus public holidays (pro rata).
Probationary period	Appointment will be subject to a three-month probationary period.

*Candoco is an equal opportunities employer. We welcome applications from all sectors of the community and are particularly keen to hear from D/deaf and disabled people. Any applicant who identifies as D/deaf or disabled and meets the criteria of the person specification will be invited to interview.*

*Please contact Joanne Lyons on [joanne@candoco.co.uk](mailto:joanne@candoco.co.uk), if you require reasonable adjustments to any part of the application process.*

**HOW TO APPLY:**

Please send your completed application form to Molly Rubin at [molly@candoco.co.uk](mailto:molly@candoco.co.uk) and confirm completion of the online equal opportunities monitoring form to be found at [www.candoco.co.uk/about-us/vacancies/](http://www.candoco.co.uk/about-us/vacancies/).

The deadline for applications is 12pm on Monday 17<sup>th</sup> June 2019.

For shortlisted candidates, interviews will be held at our London office on Wednesday 26 June 2019 with a possible second interview on Wednesday 3<sup>rd</sup> July 2019.

If you have any questions or would like to have an impartial chat about the role, please contact Jo Royce at [jo@candoco.co.uk](mailto:jo@candoco.co.uk) or 020 7704 6845.