

# South East Dance - Recruitment Pack

## Head of Development

Thank you for your interest in the role of Head of Development at South East Dance. Within this pack you will find an introduction to South East Dance; a job description and person specification; and details about how to make an application. You will also find attached an application form and a monitoring form.

Please note the deadline for applications is **Thursday 2<sup>nd</sup> November 2017 at 10am** with interviews for shortlisted applicants on Friday 10<sup>th</sup> November 2017.

If you would like an informal conversation about the role prior to submitting your application please contact [josephine.roulet@southeastdance.org.uk](mailto:josephine.roulet@southeastdance.org.uk).

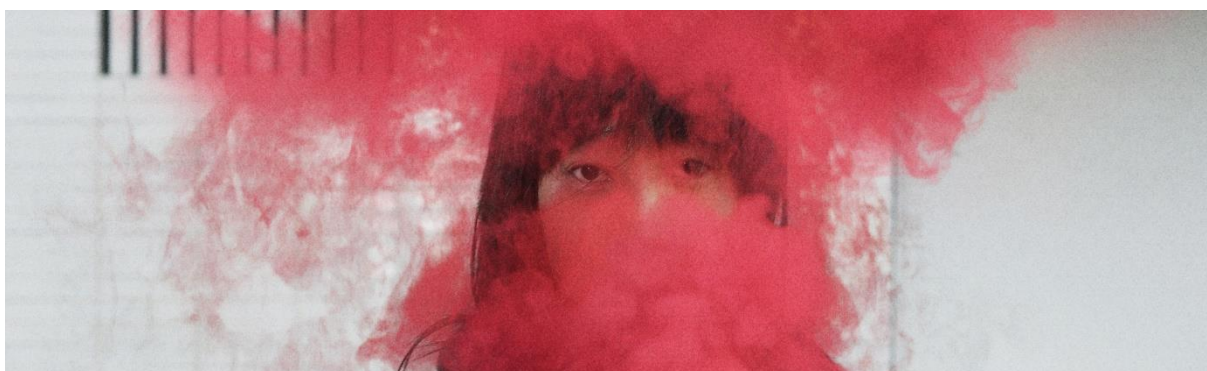
## How to apply

To apply for the post, please **download and complete the application form** and provide a cover letter explaining why you are interested in this role and how your experience and skills match the person specification. Please return these to [jobs@southeastdance.org.uk](mailto:jobs@southeastdance.org.uk) by 10am on Thursday 2nd November 2017.

Please complete our online recruitment monitoring form which can be found here: [https://www.surveymonkey.co.uk/r/SED\\_monitoring\\_recruitment](https://www.surveymonkey.co.uk/r/SED_monitoring_recruitment)

South East Dance values and promotes diversity and is committed to equality and opportunity for all. All employees are required to comply with and actively promote our Equality policy, and no job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion.

If you would like to submit your application form and cover letter in another format we would be happy to accommodate this. Please contact **Josephine Roulet** on **01273 696 844** or [josephine.roulet@southeastdance.org.uk](mailto:josephine.roulet@southeastdance.org.uk) to discuss a suitable alternative. South East Dance has made a commitment that all disabled applicants who meet the essential criteria for this role will be invited to interview. Please be sure to let **Josephine Roulet** know if you have any access requirements.



## South East Dance - Our Organisation

South East Dance plays a national leadership role in the development of dance. We deliver an ambitious programme that encourages curiosity, discovery and risk-taking, supporting artists to create inspirational new work and empowering local communities to engage with dance.

South East Dance is a registered charity with an office base in Brighton, although we work across South East England and beyond to get more people involved in and excited about dance. In 2016/17 we engaged 88,000 people with our work and supported the development of over 600 professional artists.

As a National Portfolio Organisation we receive core funding from Arts Council England and in addition we receive investment from a growing portfolio of trusts, foundations, corporate partners and individual donors. Having grown exponentially in the last 10 years we now have an annual turnover of circa £800k, which is projected to increase to £1.04million by 2021/22. We currently employ 16 people working within three teams – Programming; Development & Communications; and Operations. In addition we provide work for an increasing bank of freelancers, apprentices and placements.

Underpinned by a vision to support the development of bold and progressive dance that impacts on people from all walks of life, we have grown a reputation for innovation within the dance sector. Many of our projects have led the way including our pioneering work with dance and film; our dramaturg in residence initiative – the first of its kind in the UK; and the use of dance to support health and wellbeing including a falls prevention programme for older people and activity that uses dance to support women in rehabilitation from substance misuse.



As we prepare to celebrate our 21<sup>st</sup> birthday, we are currently embarking on our most ambitious project to date - the creation of *The Dance Space*. Comprising of three state-of-the-art studios, a studio theatre, creative industries work space and artists' accommodation. Until now we have not had a dedicated space to support and deliver our growing programme. *The Dance Space* will not only help us broaden our reach significantly, but is also central to ensuring our long-term sustainability. As a £6.59million new build, we are delighted to have secured nearly 97% of funds required, with a target of £203k to raise by March 2019 to ensure that building meets our required specification. Construction is underway, and we are looking forward to opening the doors of *The Dance Space* in 2020.



## South East Dance – Head of Development

**...a natural communicator, collaborative in approach and confident in representing South East Dance with senior level stakeholders...**

The Head of Development joins us at an exciting time for South East Dance as we prepare to move into our new home *The Dance Space*. We are looking for a dynamic Head of Development to lead the wider South East Dance team in realising our capital and revenue fundraising ambitions.

You will be an individual with a proven track record of fundraising from a range of sources including trusts and foundations, the public sector, major donors, corporate partnerships, and individual giving. You are a natural communicator, confident in representing South East Dance externally and building relationships with senior level stakeholders. You have an eye for detail; a strategic, collaborative and imaginative approach; and an enthusiasm for the contemporary arts and its ability to inspire local communities.

<b>Job Title:</b>	Head of Development
<b>Job Family:</b>	Senior Management
<b>Responsible to:</b>	CEO/Artistic Director
<b>Responsible for:</b>	Communications and Development Manager (FT)
<b>Hours:</b>	Full time - 37 hours per week
<b>Contract:</b>	2 years fixed time (with potential to extend)
<b>Holiday Entitlement:</b>	22 days per annum, plus 3 concessionary days to be taken as agreed between Christmas and New Year, plus Bank Holidays
<b>Notice period:</b>	Three months
<b>Probation:</b>	Six months
<b>Office Base:</b>	South East Dance, Brighton
<b>Salary range:</b>	£32,000 - £35,000
<b>Benefits:</b>	3% contribution to auto-enrolment pension scheme; Flexible Working policy; additional leave linked to length of service and bicycle loan scheme

## OVERVIEW OF POST

The Head of Development plays a leadership role in the strategic development of South East Dance, working closely with the CEO/AD, Executive Director and Programme Director to ensure fundraising and development activity is delivered in an effective and integrated way.

He/she will be responsible for driving our capital and project fundraising activity whilst working closely with our Head of Communications to develop stakeholder relations.

## PURPOSE OF POST

1. To lead on the development and delivery of innovative, target driven fundraising strategies
2. To contribute to the development of local and business networks for the long term benefit of SED
3. To work closely with the Head of Communications to build an integrated approach to stakeholder relationship development and management

**Key External Relationships:** Trusts and foundations, major donors, corporate partnerships, key project partners, local businesses, key networks (Eg. Brighton & Hove Chamber of Commerce, Local Economic Partnership), freelance consultants.

## ESSENTIAL DUTIES

- To lead on the development and delivery of SED's fundraising ambitions
- To work at all times to deliver and represent the vision, mission, strategic aims and ruling principles of SED as outlined in its business plan

## SPECIFIC TASKS

### Fundraising

- To research and develop relationships with trusts and foundations, corporate partnerships and individual donors with support from the Communications and Development Manager
- To lead on major donor cultivation, engaging the CEO/Artistic Director, Executive Director, Programme Director and Trustees where necessary
- To collaborate with the wider South East Dance team to ensure raised income targets are met: 2018/19 - £228k; 2019/20 - £203k; 2020/21 - £228k
- To work closely with the CEO/Artistic Director in securing the final £203k to close the capital fundraising campaign

- To lead on the development of clear proposals and pitches in relation to the above, with support from the wider team and the Communications and Development manager, to achieve a high fundraising success rate
- To lead on reporting and regular updating to funders and investors

### **Development**

- To collaborate with the Development and Communication Team to devise and support the delivery of a proactive stakeholder development plans
- To build support for South East Dance within local and business communities
- To collaborate with the Development and Communications Team to develop and oversee the maintenance of South East Dance's CRM system
- To collaborate with the Development and Communications Team to lead the re-brand of South East Dance

### **Strategic Planning**

- To work closely with the CEO/Artistic Director and SLT in developing and overseeing the delivery of South East Dance's business plan
- To work closely with SLT to ensure the organisation's strategic objectives and key performance indicators are met

### **Line Management**

- To act as line manager for the Communications and Development Manager, and occasional freelance personnel, as defined in management policies
- To develop, motivate and lead a confident and professional team ensuring they achieve objectives and income targets
- To set objectives and standards for assessment and empowering staff to achieve their goals, regularly reviewing and measuring performance

### **Financial Management**

- To collaborate with the Executive Director and Finance Director to agree, monitor and report on financial forecasts
- To oversee the management of all fundraising budgets including those allocated to the capital campaign

## **General**

- To attend regional and national meetings and conferences, as appropriate
- To keep abreast of developments in the field of fundraising within both the public and private sectors
- To attend regular evening and occasional week-end events which form part of South East Dance's fundraising and cultivation activity
- To work to all legislation and company policy on equal opportunities, health and safety, child protection and employment law
- To prepare Board papers and attend South East Dance Board meetings as required
- To undertake such other duties as may from time to time be allocated by the CEO/Artistic Director, or the Board

## **PERSON SPECIFICATION**

### **Essential Requirements**

- Demonstrable and proven track record of devising, implementing and delivering effective fundraising/stakeholder development strategies
- Proven experience and track record of successful fundraising, preferably within the not for profit/cultural sector
- Experience of building and maintaining strong working relationships with high-level donors, trustees and senior corporate representatives
- Experience in effective line management of staff and the ability to motivate, lead and nurture people
- Experience in managing expenditure and income budgets and in communicating and presenting financial information
- Excellent communication and writing skills with a keen attention to detail
- IT literate with knowledge of CRM databases
- Knowledgeable and enthusiastic about the contemporary arts

## Essential attributes

- A strategic and creative thinker who has the energy, determination and managerial expertise to deliver their vision
- Excellent interpersonal skills and ability to work with people of different backgrounds building strong relationships with a wide range of individual and institutional stakeholders
- Innovative thinker able to and adapt to change and respond quickly to shifting priorities
- Commitment to working collaboratively and the ability to influence people, both through negotiation and through leading by example
- Highly organised with the ability to stay calm under pressure
- A confident, enthusiastic ambassador and networker able to credibly represent SED at all levels both internally and externally, locally, nationally and internationally