



Development Manager (part-time)

Currently celebrating our 62nd year with more than 120 events across 30 venues between 16 October and 26 November 2024, **Belfast International Arts Festival** is Northern Ireland's annual celebration of contemporary arts from home and abroad and is widely recognised as both a significant event in Belfast's cultural calendar and a strategic leader in Northern Ireland's arts sector. We are known for showcasing world class artists and productions of a high international standard which reflect and promote both our changing city and the continuing evolution of creative practice from around the world.

The role of part-time Development Manager is to secure the essential financial resources that enables BIAF to present, resonant, exciting and powerful art from home and abroad that connects with a wide variety of audiences, and to solidify the core company resources. You will have the support of the Artistic Director & Chief Executive and General Manager, and will work in partnership with our Fundraising Manager.

If you would like to help us fulfil our ambitions, are a strategic thinker, excellent communicator, well organised, and a team player with a track-record of successfully securing funding from statutory, public, trusts and foundations, then we'd like to hear from you.

We are open to a variety of engagement models, and welcome applications from those seeking employment as well as those registered as freelance/self-employed. This is a part-time role of 22.5 hours a week for 3-years, conditions apply. May be extended subject to available funding.

Full Job Information and details of how to apply, please visit the **About** page of our website and follow the **Jobs** link. Specific queries can be sent to Naomi Conway, General Manager, at recruitment@belfastinternationalartsfestival.com.

The deadline for emailing your completed application is **10pm on Sunday 10 November 2024**. We aim to hold interviews towards the end of November.

Richard Wakely
Artistic Director & Chief Executive

Belfast International Arts Festival

T: 028 9033 2261. **W:** belfastinternationalartsfestival.com

Charity Number: NIC103560. **Company Number:** NI631354. **VAT Registration:** 220 232 363
Belfast Festival T/a Belfast International Arts Festival

DEVELOPMENT MANAGER



JOB INFORMATION

Part-Time (22.5 hours per week). 3-years fixed term

We are seeking a highly motivated, experienced and resourceful Development Manager, with a successful background in significant fundraising and business development for the not-for-profit sector.

The Development Manager will work closely with the Artistic Director & Chief Executive, contributing to the development and implementation of the company's fundraising strategy and business plan; diversifying and securing new sources of grant income for the organisation whilst maintaining and developing existing relationships with both public stakeholders and the Trusts and Foundations essential for our long-term sustainability.

BIAF generates an average annual turnover in excess of £700,000 to deliver the annual Festival; maintain overheads; and a small team of core and freelance staff. The post-holder will work to secure funds to enhance the BIAF's future development, ensuring we can deliver our international artistic vision and sustain BIAF's core operations.

Contract/Employer: Belfast Festival t/a Belfast International Arts Festival.

Remuneration: £18,240 pro-rata plus benefits for 22.5 hours (based on full-time starting salary of £30,400 for 37.5 hours pw) rising incrementally to £32,550 pro-rata based on achievements and annual review.

Place of Work: BIAF office is at the Cathedral Quarter Managed Workspace on Royal Avenue, Belfast. Our team are currently working in a weekly blended/ hybrid mix of from home and in the office, subject to business needs. Off-site meetings and events may be held at other locations.

Reports to: General Manager. Works closely with the Artistic Director & Chief Executive.

Duration: 3-years subject to successfully completing a 6-month probationary period. The post may be extended at the end of 3-years subject to available funding and performance review.

Hours: 22.5 hours per week (part-time). Standard company hours are Monday to Friday from 9am – 5.30pm. Flexibility can be offered. Extra evening and weekend hours will be required in the run up to and during the annual Festival/ events, and occasionally during the remainder of the year – a time off in lieu policy is in operation for hours worked beyond 22.5 per week.

We are an Equal Opportunities Employer.

Other Benefits:

- 33 days per annum paid holiday pro rata (including public and bank holidays). The annual leave year is April to March.
- BIAF offers a Workplace Pension with a 4% employer contribution.
- Organisation wide training budget.
- Mileage and business expenses are refunded for approved costs reasonably incurred in delivery of the post.
- BIAF operates a range of policies including Equality of Opportunity, Sustainability, Health & Safety, Safeguarding of Children & Vulnerable Adults, Data Protection, etc.
- 1 month notice period applies for both parties.

DEVELOPMENT MANAGER

Main Duties and Responsibilities

Fundraising Strategy

- Work with the Artistic Director & Chief Executive to implement fundraising priorities and initiatives and the ongoing development of our 3-5 year strategic business and fundraising plans
- Regularly review the effectiveness, impact and success of strategies and provide reports to the AD&CEO, General Manager and the Board of Directors

Income Development

- Agree targets and achievable strategies for income generation
- Diversify the current range of income sources for core, programme and project funding to reduce reliance on public funding
- Lead, with contributions from the executive team, on applying for funding to our existing public and statutory stakeholders
- Lead, alongside the executive team, on researching and applying for funding from new public and statutory sources
- Lead on and manage all grant compliance and funder reporting
- Research, identify and secure additional local, national and international income streams
- Research, identify and secure other forms of income including but not limited to Trusts and Foundations

Relationship Building

- Maintain and develop BIAF's relationships across our range of funding sources and stakeholders, including statutory, trusts and foundations and partnerships
- Work with colleagues to ensure a full understanding of projects and company needs
- Liaise with colleagues to prepare progress reports, agree milestones, collect quantitative and qualitative information for monitoring and evaluation
- Work with BIAF's Fundraising Manager to jointly set up and hold/host fundraising events
- Work in partnership with the Fundraising Manager to maximise outputs

General/Other

- Represent and positively promote BIAF at all levels, including attending events, stakeholder receptions, conferences etc
- Contribute to management and team meetings
- Contribute to the creation and development of Strategic Business plans
- Attend and present to meetings of the Board of Directors as required
- Comply with all company policies and procedures including, but not limited to, Health & Safety, Equal Opportunities, Data Protection, Finance & Procurement.
- Maintain up-to-date files and store data in systems where it can be shared with other members of the team
- All staff are required to be professional, co-operative and flexible in the delivery of their remit

The above list of Duties & Responsibilities is not exclusive or exhaustive, and the post holder may be required to undertake other reasonable duties as part of working within a small team.

DEVELOPMENT MANAGER

Person Specification



Experience, Skills, Knowledge & Qualifications

We are seeking applications from those with a background in, and track record, of successfully securing and managing funding and grant aid from a range of sources to support core, overhead and project funding needs. You will be a strategic thinker; an excellent communicator with people at all levels; well organised and able to meet tight deadlines; a team player; and also have the ability and drive to work un-supervised. Knowledge of the arts funding sector will be an advantage, as well as any experience you have in setting targets, strategy and evaluating across cultural and tourism themes.

Experience

	Essential	Desirable
• A minimum of 3 years' recent professional experience and demonstrable success in securing and managing core, programme/project grant aid, from a range of relevant sources for the non-profit sector.	x	
• Experience of preparing and presenting reports to senior staff, Trustees and funders on progress and Objective Outcomes.		x
• Experience of preparing budgets and written financial reports.		x
• Experience of managing budgets and applying appropriate procurement policies for quotation and tendering.		x

Skills

	Essential	Desirable
• Excellent interpersonal skills and ability to be articulate and persuasive in written and verbal communications with a range of stakeholders, as well as acting with discretion and diplomacy in all areas of work.	x	
• Able to identify and analyse key points in written documents, and to interpret and present financial and statistical data.		x
• Ability to manage multiple priorities and deadlines with excellent administration, record-keeping, organisation skills and attention to detail.	x	
• Confident in the use of Microsoft Office and Google software for word processing, spreadsheets, data processing, etc.	x	

Knowledge

	Essential	Desirable
• Knowledge of the role and importance of funding institutions that support the voluntary/statutory sector.	x	
• Knowledge of arts/cultural policy and relevant funding opportunities at local, national and international level.		x
• Good knowledge of and passion for the arts.		x

Qualifications

	Essential	Desirable
• A third level qualification (degree) or equivalent.	x	
• A third level qualification in a relevant subject for example, cultural management or business planning.		x

Other

	Essential	Desirable
• Able to work unsocial hours during busy periods including evenings and weekends during Festival and when required to facilitate application deadlines, stakeholder meetings and other events.	x	

BELFAST INTERNATIONAL ARTS FESTIVAL

Some Background Information



Currently celebrating our 62nd year, **BIAF** was re-envisioned as an independent charitable company in 2015, out of the previous Belfast Festival at Queen's, to deliver an annual, city-wide, international contemporary arts event. BIAF is widely recognised as both a significant event in Belfast's cultural calendar and a strategic leader in Northern Ireland's arts sector, and is recognised for showcasing world class artists and productions of a high international standard that reflects and promotes both our changing city and the continuing evolution of creative practice from around the world.

The annual event, which mainly takes place in October, includes theatre, dance, music, visual arts, film, literature, thought leadership and outdoor community events to animate the public realm.

The vision of BIAF as the preeminent, progressive international arts event, is to create a genuinely civic event of contemporary arts and ideas from home and abroad that has international stature and appeal. With our partners throughout the city, we create a distinctive environment for audiences to enjoy and participate in inspirational and transformative experiences from world-class artists, thinkers and leaders.

We do this by:

- Presenting a wide range of contemporary arts and cultural events of the highest possible international standard to the widest possible audiences from home and abroad.
- Reflecting contemporary culture from across the globe to audiences from Belfast, NI and visitors to the province.
- Offering an international showcase for the best of Northern Ireland contemporary culture.
- Presenting events which cannot easily be achieved by any other UK or Irish arts organisation through innovative programming and a commitment to creating new work.
- Actively ensuring equal opportunities and access for all sections of our community to directly experience, participate in and enjoy the Festival.
- Collaborating and partnering with arts and community organisations across Belfast to create an annual city wide, cultural celebration.
- Ensuring BIAF has adequate financial resources and expertise to fulfil its mission and address its overall sustainability.

Our guiding principles reflect the importance of Global Connections; Community; Collaboration and Partnership; Access and Cultural Diversity.

For more information visit BelfastInternationalArtsFestival.com.

How to Submit your Application

A complete application must include the following 3 attachments in either Word or Pdf format:

1. **Your full professional CV**
2. **Completed Statement of Suitability form** with contact details for **2 Referees**
Referees may not be related to you. One must be your current/ most recent employer/client, and one should be someone that you have worked with or for, in a professional fundraising capacity.
3. **Completed Equal Opportunities Monitoring** questionnaire for compiling statistical information

Application Deadline

Please email your application to recruitment@belfastinternationalartsfestival.com any time before the deadline of **10pm on Sunday 10 November 2024**.

BIAF may, at its own discretion, extend the closing date and time for applications.