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**Creativity Works Job Description**

**Business Development Manager**

**Responsible to:** The Director and the Board of Trustees

**Responsible for:** Any freelance staff and volunteers associated with the Business Development programme

**Job Purpose:**

* Fundraising
* New Business Development
* Partnership Development and Communications
* Development and Progression support for CW projects and programmes

**Key Objectives:**

### To identify and grow new and existing revenue streams in order to improve financial performance

### To act as an ambassador for the organisation, identifying and establishing strong partnerships for delivery

### To oversee resource, evaluation and research development

**Key Outputs**

* Identify and secure diverse forms of financial support, especially commissions
* Identify and secure appropriate fundraising from trusts and foundations
* Consolidate, develop and implement market opportunities (and create new opportunities where appropriate) that contribute to the long term stability and vision of Creativity Works
* Help create, articulate and implement a strong vision and distinctive identity across all aspects of the organization through research, evaluation and impact methodologies
* Contribute to the organisation’s business planning process
* Contribute to the development of key partnerships with a range of organisations and key stakeholders to ensure ability to bid effectively to deliver public service commissions and attract donations and sponsorship
* Act as a spokesperson and ambassador for the organisation, and champion Creativity Works regionally and nationally
* Ensure that the organisation’s interests are protected and advanced
* Ensure that the organisation is compliant with the risk management of business initiatives.
* Operate in accordance with the organisation’s employment, Health & Safety, equal opportunities and other legal requirements, organisational practices, policies and procedures

**Conditions of Service (Summary)**

**Grade / Salary:** £29,371 pro rata

**Hours:** 22.5 hours per week

(with the potential to increase to 30hrs per week dependent on successful fundraising)

**Pension:** Eligible to join **Creativity Works**’ stakeholder pension scheme to which the Board of Trustees make a 5% of salary level contribution.

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| **Project Manager: Person Specification** | |
| **Essential** | **Desirable** |
| **Qualifications** | |
| Educated to degree/HND level or equivalent |  |
| **Experience** | |
| At least three years’ experience of working within a managerial position in business development | Experience of health and social care commissioning |
| Proven experience of successful fundraising |  |
| Proven experience of managing freelance staff and volunteers | Managing Arts/Development Workers |
| Delivering key funders’ aims and objectives | Experience of working in participatory arts |
| At least three years’ experience of managing and developing arts [or similar] organisations/projects | Experience of working within both urban and rural areas |
| Managing and monitoring budgets |  |
| Identifying project marketing and PR requirements | Devising marketing and PR outputs |
| **Knowledge of and/or Skills in:** | |
| A thorough understanding and experience of the commissioning process | A thorough understanding of Creativity Works’model of working, policies and procedures. |
| Wellbeing and health, community development and social inclusion issues | A wide variety of art forms both traditional and new |
| Partnership working | Community development issues across Bath & North East Somerset |
| Motivating and enthusing others in delivering a coherent and inspiring project | Socially Engaged Arts best practice |
| Commitment to and understanding of equality and diversity issues and ability to deliver and monitor Creativity Works’ Equality and Diversity Policy |  |
| Excellent Computer skills |  |
| Communication both written and verbal, including the ability to speak on behalf of an organisation | Publicity/marketing and presentation skills |
| Ability to develop and work within good health and safety policy and practice |  |
| **Personal Qualities** | |
| Strong self-motivation and ability to manage own time effectively with minimum supervision |  |
| The ability to respond positively/creatively to challenges and changes |  |
| A commitment to the aims and ethos of Creativity Works |  |