



Application for position of Development Officer

Please find attached:

1. About Manchester Craft and Design
2. Job description & person specification

We are looking for a committed, energetic, down-to-earth person who is passionate about the arts and feels comfortable working in a busy, creative environment.

MCAD is committed to promoting equality and diversity through our workforce, and are working towards a staff team that is more representative of the diversity of 21<sup>st</sup> century Britain. Drawing on a range of different experiences, expertise and viewpoints helps us shape and change our work, making it better reflect the diverse communities we serve.

If you would like to be considered for this exciting opportunity, please email your application form by **10am on Monday 29<sup>th</sup> November**.

PLEASE SEND YOUR APPLICATION FORM WITH 'DEVELOPMENT OFFICER APPLICATION' IN THE SUBJECT LINE TO: [director@craftanddesign.com](mailto:director@craftanddesign.com)

If you have any queries or access requirements regarding your application, please contact Kate Day (Director) on the email address above or 0161 832 4274.

Please note that late applications will not be considered.

If we have not contacted you by December 8<sup>th</sup> we thank you for your application, but are sorry you have not been selected for interview on this occasion.

Interviews will be during the week of December 6<sup>th</sup> (to be confirmed).

**Thank you for your interest in Manchester Craft and Design Centre.**

## ABOUT MANCHESTER CRAFT & DESIGN

Manchester Craft & Design (MCAD) is a charity responsible for managing Manchester Craft & Design Centre (MCDC). MCAD provides creative workspace for 30+ resident craft businesses and a café, organises a lively exhibitions and events programme, and works closely with our communities and partners. The Centre is usually open to the public 6 days per week (subject to change during the Covid-19 pandemic).

MCDC is located in a Victorian fish and poultry market building in the Northern Quarter of Manchester, at the heart of an innovative creative community. The building is owned by Manchester City Council and has been in operation as a craft centre since 1982. MCAD is currently funded through Arts Council England's National Portfolio and Manchester City Council's Cultural Partnership.

### Our Mission

MCAD is Manchester's space for craft, community and making.

### Our Vision

We promote craft in all its forms, expanding the definition and relevance of craft for everyone. We nurture and develop emerging and established talent, support viable creative careers, and showcase innovative and ambitious craft practices.

MCAD is a place of enterprise, production and creativity and reflects the rich diversity of Manchester's 21st century communities. We welcome everyone to experience and engage with making and our creative community. We safeguard a space for everyday creativity in the heart of the Northern Quarter and look outwards beyond our building.

### Our Activities

- Providing affordable studio and retail space, to support the growth of successful and sustainable creative businesses.
- Developing new talent by welcoming visits from education groups, offering sales and exhibition opportunities, and providing professional development services for MCAD resident makers and regional artists.
- Creating opportunities for diverse audiences to engage with craft, design and making.
- Building the strength of the creative economies and cultural infrastructure of Greater Manchester and the North West.

### About the company

MCAD is run by a management team, guided by a voluntary Board of Trustees. Our small and busy staff team work closely and flexibly to deliver our ambitious plans. Since being granted charitable status in 2017, we also have a trading arm (MCAD Enterprises Ltd) which oversees the commercial aspects of the organisation.

Working at MCAD is a fantastic opportunity to develop a wide range of experience and skills, ranging from marketing and fundraising, to teamwork and communication skills.



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## Development Officer Job Description

<b>Position</b>	Development Officer
<b>Salary</b>	£24,725 pro rata (2 days a week), freelance considered
<b>Responsible to</b>	Director
<b>Employer</b>	Manchester Craft & Design (MCAD)
<b>Duration</b>	Fixed Term Contract until 31/3/2023 (with possibility of extension)

### Purpose of the post

The Development Officer is a vital role in MCAD's team. The post-holder will be responsible for producing and implementing a fundraising plan fit for the organisation, with ambitious but realistic targets, and an emphasis on increasing income from trusts, foundations and individual supporters.

You'll take the lead on building relationships with funders and donors, and will inspire people to engage with MCAD and our exciting future plans. Working closely with the Director, you will generate revenue and project income to help increase long-term resilience in line with our Business Plan. MCAD currently receives regular funding as part of Arts Council England's National Portfolio, and Manchester City Council's Cultural Partnership. The Development Officer will support MCAD's applications for the next round of core funding for 2023 onwards.

### Key responsibilities

- Develop and implement a robust fundraising plan with agreed targets.
- Trusts and foundations: research and develop targeted applications to support the artistic programme and education offer, community engagement and small capital projects. Maintain positive relationships with existing funders. Track and develop an effective funder pipeline using online resources and via funding networks.
- Individual Giving: Launch and maintain our new structured individual supporters scheme encompassing on-site donations and digital giving.
- Corporate Giving: nurture new relationships with corporate sponsors and identify opportunities to work with business supporters.
- Work with team members to prioritise targeted applications that drive our ambitions around inclusivity and diversity, community engagement and environmental responsibility.
- Cultivation: nurture stakeholder relationships, playing a key advocacy role with external organisations and contacts, and deliver events for profile purposes.
- Be an active voice in the planning for a capital transformation scheme, researching and supporting the director, board and consultants in major bids
- Ensure that all fundraising activities are fully compliant and represent good practice in relation to current legislation and guidelines, including the Charities Commission, Fundraising Regulator and Information Commission.
- Plan and manage budgets and financial reporting to ensure grant funding is correctly managed and accounted.

- Monitor projects and produce funders' reports to demonstrate impact, ensuring all funding requirements are met and where possible exceeded.

### **General duties**

- Liaise with stakeholders, including funders, customers, resident makers, staff and board members.
- Attend relevant meetings and events and actively raise the profile of MCAD.
- Utilise and support volunteers where appropriate to the task.
- Assist with general duties as and when required.
- Key holder responsibilities for the Centre premises.

## **PERSON SPECIFICATION**

### **Essential:**

- A genuine passion for getting others involved in MCAD's current and future activities.
- Great people skills, strong communication, networking and presentation skills.
- Professional experience in fundraising, including securing funding from trusts and foundations and individual donors.
- Strong track record of meeting and/or exceeding fundraising targets.
- Experience of working with digital fundraising platforms.
- Excellent copywriting and proof-reading skills, and experience in writing persuasive bids.
- A proactive and entrepreneurial approach towards income generation.
- Excellent I.T. skills, including Microsoft Excel, Word and CRM databases such as Good CRM or similar.
- High level of numeracy, analytical and report writing skills.
- Resourcefulness, a creative approach to working with limited resources.

### **Desirable**

- Knowledge of and keen interest in the arts, craft and design sectors.
- Experience of the arts and/or charity sector.
- Knowledge of arts funding including public sector sources such as Arts Council England and local authorities.
- Knowledge of data protection and charity legislation
- Fundraising qualifications and / or training.

### **All MCAD staff members are expected to demonstrate:**

- Ability to work as part of a team and work under pressure.
- Open commitment to diversity and inclusivity.
- Strong organisational skills, ability to plan and prioritise work and fulfil administrative duties.
- A flexible approach to working hours including an ability to work outside office hours, including some evening work, weekend work and travel off site.
- Ability to identify and implement innovative solutions to problems.
- Tact and diplomacy in all interpersonal relationships with both users of the building and external agencies and contacts.
- Work in accordance with relevant legislation such as the Health and Safety at Work Act.