

BOMPAS & PARR

Job title: Development Manager

Contract type: 12-month fixed term, full-time contract

Location: Bermondsey studio. Some travel may be required in the UK and worldwide

Reports to: Creative Brand Director

Salary: Based on experience



The Tasting Room at the Guinness Storehouse, commissioned by Guinness. Photo credit Donal Murphy.

Bompas & Parr is seeking a highly motivated arts fundraiser to join our content team. The role will lead the consultation, account management and delivery of Bompas & Parr arts projects through corporate, public and private fundraising, sponsorship and partnerships. The role will be responsible for all aspects of funding, partnering and fundraising in order to maximise awareness, impact and stakeholder benefits of our arts agenda.

Objectives

- Secure corporate and private arts funding and in-kind sponsorship
- Devise and lead the British Museum of Food (BMOF) development strategy
- Strengthen and develop new and existing relationships to allow Bompas & Parr Art projects to operate on a more significant scale

Key Responsibilities

Commercial planning

- Raise funds for an array of Bompas & Parr arts, culture and charity projects
- Analyse commercial data and indicators (market dynamics, profitability, targets) in order to produce reports on performance and trends that assist Directors in identifying areas for business development and growth

Market research

- Research Arts funding and sponsorship practice and trends across the arts in the UK

Funding

- Secure funding through corporate donors for specific Bompas & Parr arts projects
- Identify and pursue sponsorship opportunities for companies and individuals that realise their objectives within the Bompas & Parr vision
- Assist with implementing processes, tools and products to support the cultivation of corporate and individual donors
- Develop and deliver initiatives which are capable of achieving targets

Stakeholder and account management

- Project manage all fundraising events and associated administration (timelines, supporter journey's and corporate proposals)
- Deliver benefits events programme
- Project manage sponsors and media partners
- Be responsible for the creation and upkeep of the contacts database

Branding and promotion

- Plan, monitor, execute and evaluate fundraising PR, promotions and outreach activities; write press releases, secure interviews & articles with influential press contacts and organise press events
- Conceive, plan and drive interest through digital communication strategies

Person specification

Essential experience

- Experience in a similar fundraising role
- Deep knowledge of the arts, culture and charity world
- Strong experience of social media for marketing purposes; strategy & planning, writing, coordination and creation of visual stimulus
- Previous experience of working with sponsors and donors
- Previous experience of working on live events in the public realm

- Excellent customer service and a good communicator dealing with prospective donors, wide ranging stakeholders and the public
- Strong financial acumen
- Able to adapt to change and respond positively when faced with new challenges
- Able to work autonomously, investigate and think analytically to problem-solve in a creative manner
- Excellent written verbal skills, public facing and professional
- Competent in Microsoft platforms, Adobe InDesign and Google Docs

General

- Be prepared to be flexible and very hands on with a positive, self-starter attitude
- Be proactive and timely to support the company's principal aims and business objectives
- Able to get the best out of people; be inspiring, ambitious and future focused
- Undertake any other duties as may be reasonably required
- Be able to speak knowledgeably and articulately about all aspects of the work of Bompas & Parr

Please note, due to the nature of the role you will be expected to work occasional evenings and weekends.

How to apply

If you are interested in applying for this position, please email work@bompasandparr.com with 'Development Manager' in the subject heading. Please include the following in your application:

- A copy of your current CV
- A cover letter detailing why you feel you are a suitable candidate for this post (please note, applications not submitted with a covering letter will be rejected)

Bompas & Parr is an equal opportunities employer.

Summary of terms and conditions

- Salary based on experience, paid monthly in arrears
- The contract is a 12-month fixed, term full-time position subject to successful completion of a three-month probationary period
- Notice is one month upon successful completion of the probationary period (one week by either party within notice period)
- Annual leave of 21.5 days and bank holidays
- The post is based in Bompas & Parr's office in Bermondsey, SE1

Staff benefits

- Profit sharing bonus scheme
- Company holiday property
- Team culture outings
- Summer and Christmas studio party
- Early finish every Friday in August

- Workplace pension to start in October 2017
- Increased annual leave after two years of service
- One month paid sabbatical for five years of service