



Director of Development, Achates

June 2021

Cultural sector consultancy company, Achates, are excited to announce that our Director of Development, Kane Moore, will be taking up the new position within the company of Director of Strategy.

As a result, we are looking for a new Director of Development to step into Kane's former role and to join Kane, our Director of Recruitment, Matthew Swann, and Director, Caroline McCormick, as members of Achates' Senior Management Team.

This is a home-based, flexible role available 3-5 days a week and we are open to applications from across the country with one day of co-working in London per month. Benefits include generous pension contributions and an annual bonus scheme.

To apply, please send your CV and a cover letter outlining why you'd like to join our team to: Victoria Hibbs, General Manager victoria@achatesphilanthropy.com by 5pm Friday 23 July.

If you would like to discuss the role, please contact info@achatesphilanthropy.com in the first instance.

Role Overview

The Director of Development of Achates will be a member of the Senior Management Team, working alongside the Director of Strategy, Director of Recruitment and the Director, to ensure Achates is the leading cultural sector consultancy supporting arts organisations in the UK and internationally to develop resilience with integrity.

Specifically, the Director of Development will lead and oversee the delivery of fundraising related contracts with cultural organisations across the UK and internationally, supporting the business in achieving its strategic and ethical goals:

- 3 - 5 days a week as preferred
- Reporting to the Director of Achates Philanthropy
- Member of the Senior Management Team
- Home-working based role

Consultancy

- To deliver high-level fundraising consultancy with clients to a target number of days / month (in parallel with the number of days worked)
- Consultancy delivered is likely to cover product areas including: Fundraising Strategies, Fundraising Feasibility Studies, major strategic bids, planning and leading workshops, acting as Capital Campaign Director / Advisor and acting as Interim Director of Development, as required

Staff Management

The Director of Development will lead the Development Team, currently composed of two Senior Consultants, the Trusts Manager, and Bid Writer:

- Line Manager to the two Senior Consultants (Cerian Eiles and Helen Gaffney), supporting and overseeing their work and personal development
- Acting as the head of the Development Team, ensuring that they are supported and achieve their goals

Strategy

- As a member of the Achates Senior Management Team, to contribute to organisational strategy and new product development, representing the Development team
- Playing a key role in the development of the Achates asset bank of knowledge and resources
- To attend and play a key role in staff away days and other events as required
- To ensure policy, strategy and developments are communicated across the Development Team
- To input into the annual business planning process
- To ensure that you remain up to date on UK cultural sector policy developments

Business Development

- To play a key role in developing new business
- To act as an ambassador for Achates and its approach
- To both lead and attend pitch meetings and to develop proposals for clients in line with those discussions
- To develop tenders / proposals in response to briefs in line within stated timelines
- To develop a group of core relationships in priority areas – ensuring effective intelligence is secured and referrals are cultivated
- To work with the Development Team to ensure they are also making cross referrals and promoting the business
- To support our monthly workshop programme *Achates Live!* and other events as required
- To build on existing good relations, and incorporate wider research, to develop a pipeline of future opportunities for the business
- To speak at and attend conferences and events where the business can increase its profile
- To work with external partners, such as Spektrix and BOP, to identify key client development opportunities
- To regularly update our sales database and workplans with key timelines and actions

Philanthropy

Being an ethical business is central to our aims and we ask all the staff team to sign up to our approach. The company is the lead sponsor of the Achates Philanthropy Prize and we ask all staff to actively promote the initiative, other programmes of the Achates Philanthropy Foundation and to bring to the attention of the Management Group other programmes and initiatives which we should consider promoting and supporting.

Salary and Terms

The post is offered at three to five days a week at a salary of £65,000 pro rata initially. All Achates staff are offered a 7% pension contribution after 3 months of employment and in the current financial year we are piloting a 5% bonus scheme.

The post is home based. All employees are offered a laptop.

The post holder would be expected to attend an in-person co-working day and team meeting once a month in London, with travel costs their own responsibility. The work will require attendance at some evening events in their own region. Other travel costs will be charged to clients.

Experience

Essential

- A senior fundraiser at Head of Development level
- Demonstrable experience of securing major gifts in all income areas
- Experience of designing and implementing corporate and individual giving programmes
- An experienced team leader and line manager with the ability to support the Development team
- Strong interpersonal and relationship management skills, in order to work effectively with a wide range of internal and external stakeholders
- Excellent facilitation skills, ability to promote critical thinking and reflective practice, and encourage learning
- An experienced leader who is self-motivated in building an area of work
- An established network of relationships across the cultural sector
- Strong analysis and sense-making skills, underpinned with sound judgement under pressure, and the ability to identify solutions to address risks and issues
- A thorough knowledge of current issues and policies in the area of arts and inclusion
- Excellent verbal and written communication skills
- A self-starter who is comfortable working flexibly and being based at home

Desirable

- Experience of having led fundraising for a cultural sector capital project

- Experience of developing theories of change and evaluation frameworks, and supporting organisations to plan and implement quality improvements through monitoring, evaluation and learning

About Achates

At Achates we love art, care about strong relationships with audiences, and know that good governance is essential. Our holistic approach brings these key elements together to optimise income generation. We work for and with the cultural sector to enable resilience with integrity. We start with the art and, by focusing on audiences and income generation, we create innovative models informed by each organisation's distinctiveness.

Achates brings together a team of outstanding and highly experienced creative, cultural sector managers and fundraisers to offer an ethical, tailored approach to organisations of all sizes – helping them achieve a long-term, sustainable position and maximise the impact of their work. By bringing together a specially selected and highly experienced team for each project, we deliver high quality work to competitive budgets.

Our ethos is based on quality of service and that's how we came by our name. In Virgil's Aeneid, Achates was the close friend and loyal advisor of Trojan leader, Aeneas. We thought this described the exact relationship we offer our clients.

Organogram

