



CROYDON YOUTH THEATRE ORGANISATION – DEVELOPMENT MANAGER ROLE

Over the next three years, Croydon Youth Theatre Organisation (CYTO) plans to ensure the future of this fifty year old organisation through raising its profile, enhancing the quality and extending the range of its artistic programme and generating a substantial increase in income whilst ensuring the continuing day-to-day administrative operation of this small but ambitious organisation.

We are currently looking to recruit a DEVELOPMENT MANAGER with the skills and motivation to play a vital role in the funding of CYTO. The successful candidate will be a creative thinker, who displays initiative and tenacity and who has experience of securing income from a variety of sources including trusts and individuals, which will help to ensure the future delivery of CYTO's artistic programme.

CYTO gives young people, aged 13 – 22, from across the borough of Croydon and neighbouring areas, access to drama and theatre activities to increase their confidence and life skills. These activities immensely enrich our members' lives and the lives of our communities. We are inclusive, accessible, fun, challenging and diverse.

Our strategic aims are:

- To provide opportunities for creating live theatre performance for members with a range of abilities and experience, enhancing their life and employment skills.
- To include young people in the programming process, producing high quality work that is relevant to their lives and reflects their concerns.
- To create stronger communities, developing partnerships with schools, stakeholders and community groups, and engaging volunteers in widening participation.
- To be truly diverse and inclusive in all our practices and activities, reflecting the communities we serve.

Further Information

CYTO provides an accessible working environment and is committed to ensuring that all members of the team can access appropriate professional development opportunities.

The post is offered as a **fixed-term 11 month contract** commencing September 2017 with a view to being extended dependent on performance including fundraising achieved.

An Enhanced DBS disclosure (security check) is needed for this post.

Please submit your CV and cover letter stating why you are suitable for this role outlining your relevant experience against the Job Description and Person Specification criteria.

The closing date for applications is **Monday 8th May 2017 at 5pm.**

All applications must be submitted by email to admin@cyto.org.uk with DEVELOPMENT MANAGER as the subject.

Registered Charity in England and Wales 1077861

(A) JOB DESCRIPTION: DEVELOPMENT MANAGER

Main Responsibilities

- To manage CYTO's development campaign with the aim of increasing donations from individuals and companies trusts, foundations and public bodies.
- To progress already partly funded existing projects
- To develop new projects in association with CYTO's Management Committee and to seek funding for these

Responsible to: The Development Manager is responsible to the Management Committee.

Hours of Work: 14 hours per week (equivalent of 2 days per week – flexible days and times to be mutually agreed. Some evening and weekend work may be required e.g. assisting at events.

Salary: £23,000 (pro-rata) plus £250 training budget after initial 3 month period and associated membership fees

Holiday: 20 days a year pro rata plus pro rata bank holidays.

CYTO is committed to equality of opportunity and welcomes applicants from all sections of the community.

OVERVIEW

The role will be an important point of contact for this small organisation that is going through an exciting period of change and development. This role will be the driving force behind the delivery of the existing development campaign and fundraising strategy in partnership with the Management Committee. In carrying out this role the Development Manager will have the assistance of a small team of volunteers and part time paid staff. The Development Manager will be line-managed by CYTO's Chair. However specific support will be given by the appropriate Management Committee member where necessary.

PRIMARY OBJECTIVES:

- To support the strategic development of CYTO leading to successful and achievable fundraising
- To prepare fundraising bids against set targets in partnership with the Management Committee and CYTO's fundraising campaign steering group and report accordingly
- To develop partnerships both locally and pan-London to ensure that CYTO realises opportunities for projects that align with its strategic objectives and mission
- To work with CYTO's Management Committee and any of its sub-committees, its volunteers, paid staff and freelance tutors, so that CYTO becomes a financially sustainable resource for Croydon with a reputation for excellent youth theatre practice
- To ensure CYTO's policies and values are implemented
- To promote and favourably represent CYTO

MAIN RESPONSIBILITIES:

Main responsibilities include, but are not limited to:

Fundraising:

Development Campaign

- Work closely with the Management Committee to reach the development campaign's target
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Trusts and Foundations / Statutory Funders / Other

- Manage a portfolio of funders including writing applications, managing relationships with them, fulfilling reporting requirements, thank you letters and other related correspondence
- Manage CYTO's diary to ensure that applications and reports are submitted to funders on time.
- Maintain good relations with individual and corporate donors through a personally tailored communication's programme
- Support the ambassadors of the development campaign

Research

- Use a broad range of research tools, including published and online sources of information to identify potential funders for CYTO, including public bodies, individuals, companies and trusts and foundations
- Conduct research into existing and potential funders and maintain a "watching brief" over key funders
- Keep abreast of fundraising trends, the regulatory environment, news, events and changes in Gift Aid etc. in the UK arts and fundraising sector

Administrative / Operational

- Oversee the marketing strategy and delivery of communication materials and systems to support successful fundraising
- Develop, oversee and manage data collection to ensure monitoring meets funders reporting requirements.
- Maintain accurate records for donations and correspondence from funders and prospective funders on CYTO's database
- Ensure CYTO's financial standing orders are complied with in relation to funding

(B) PERSON SPECIFICATION

E= Essential D= Desirable Skills and Abilities

- Excellent written and verbal communication skills (E)
- Ability to plan and prioritise a demanding workload and meet deadlines (E)
- Excellent organisational skills and strong attention to detail (E)
- An inquisitive mind with strong research skills (E)
- Strong interpersonal skills, able to relate effectively and appropriately to a wide range of people. (E)

Knowledge and Experience

- Educated to degree level or equivalent (D)
 - Administrative experience of working within a youth arts organisation and /or the voluntary sector (D)
 - Experience of strategic development planning (D)
 - Experience of brokering partnerships with both local authority and the private and voluntary sector (D)
 - Experience of fundraising (D)
 - Experience of financial record keeping (E)
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- Experience of working with relational databases (E)
- Experience of fundraising research tools. (D)

Personal attributes

- Ability to think proactively, creatively, innovatively and resourcefully (E)
 - Ability to deal with a variety of ongoing activities in a calm, organised, flexible manner (E)
 - Aptitude to self-manage and prioritise tasks (E)
 - Friendly manner and comfortable being part of a wider team (E)
 - An empathy with CYTO's mission and its activities (E).
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