**Development Officer**

**Applicant Pack**

**Overview:**

The Met is an innovative and rapidly growing organisation situated in Bury, Greater Manchester. We are unique in the breadth of work we present and our ability to nurture artists and develop audiences. We present a mix of live music, theatre and comedy alongside running community workshops, a recording studio and a creative business hub. Our restaurant, Automatic, welcomes in excess of 100,000 visitors per year.

Our work outside the building helps us to challenge and develop audience and artists. We present Head for the Hills Festival each September, a 3-day 5,000 capacity music festival now in its 8th year. Across Bury we also present Big Whistle Festival each May and the Beer Festival in November.

**Our mission is to:**

* Promote a distinctive and varied programme of high-quality events with local, regional and national appeal;
* Widen access to the performing arts by developing a programme which recognises the diversity of the communities we serve;
* Support the creative activities of individual artists and groups;
* Support initiatives to promote the arts in Bury and the Region;
* Work in partnership with relevant agencies towards the achievement of a shared strategic vision, promoting the arts and Bury;
* Build towards a national profile for our developmental approach to our audiences, art forms and programme.

We are seeking a ***Development Officer*** to join our staff team. We are passionate about the power of art to transform communities and society, and our focus is to develop artists to ensure their success. We are seeking a new team member who will share our passion and commitment and have the knowledge and experience to support the organisation.

The Met is a registered charity and a company limited by guarantee governed by its charitable objects and Memorandum and Articles of Association. The Met has a turnover of circa £1million and a staff of 12 full time and 5 casual staff. We work with over 100 volunteers every year through our festivals and events work.

**APPLICATION PROCESS**

To apply, please send your CV, a covering letter concisely explaining why you are interested in this role and what makes you a suitable candidate, and the enclosed equal opportunities monitoring form to [victoria.robinson@themet.org.uk](mailto:victoria.robinson@themet.org.uk) by Sunday 22 September. Interviews will be held on Tuesday 1 October. All documents are available via our website [www.themet.org.uk](http://www.themet.org.uk).

**The Role:**

***Development Officer***

Full Time (36.25 hours a week). This is a two year placement with a view to becoming a permanent position.

Salary £18,000-20,000pa dependent on experience

Hours – 36.25 hours per week. No overtime is paid, but hours are flexible (subject to core hours) and we operate a TOIL system. 23 days holiday a year plus bank holidays (pro rata). 5% pension contribution.

Minimum Education Level - Educated to at least degree level. A development or fundraising qualification is desirable, or equivalent experience.

**Person Specification:**

Education/Training/Experience

* Not less than one year’s experience in arts development in a role with responsibilities including development and sponsorship work
* Excellent spoken and written communications experience including reports and presentations
* Experience of working to deadlines and meeting targets within tight financial limits

Skills/Aptitudes/Abilities

* A thorough understanding of the principles of fundraising and development
* Excellent interpersonal, communication and administrative skills
* A passion for fundraising and developing income
* Well organised and analytic approach to work
* Creative approach to developing new income streams
* Proven ability to work efficiently and methodically to instructions
* Experience of working on own initiative and unsupervised
* Discretion and the ability to maintain confidentiality
* Computer literacy
* General competence with bespoke computer systems
* Commitment to own continuing professional development and keeping up to date with developments in legislation and best practice.
* Interest in the arts and a commitment to The Met’s vision and values
* Evidence of a commitment to equal opportunities policy and practice

Work related circumstances

* A willingness to accept weekend and evening work, for which TOIL will be given
* A willingness to accept working around the region and nationally

**Responsibilities:**

The key responsibility of this role is to develop new, and to expand on existing, income streams for the organisation – with a particular focus on hires, sponsors, donors and other types of fundraising. The successful candidate will work with the wider team to meet annual fundraising targets.

*Corporate Sponsors*

* To advise on and assist with the development of corporate sponsors
* Day to day liaison with our current corporate sponsors, including providing them with regular updates, managing their event invites and tickets
* Developing networking opportunities for our corporate sponsors
* Research and identify potential future corporate sponsors and cultivating and developing those relationships
* Reporting back to sponsors on their contribution to The Met’s work
* Developing the corporate sponsorship package to attract additional revenue for The Met

*Individual Givers and Patrons*

* To advise on and assist with the development of individual givers and patrons
* Day to day liaison with our individual givers and patrons, including regular newsletters and managing their event invites and tickets
* Management of our customer database (Spektrix) to ensure it is optimised to efficiently track current and prospective donors
* Developing our individual giving package to retain existing and attract new donors
* Plan and deliver cultivation events for regular givers and patrons
* Maximising our use of famous patrons to the organisation’s benefit

*Other Funding Opportunities*

* To advise on and assist in maximising other funding opportunities
* Research and identify funding opportunities from Trust and Foundations
* Maintaining a database of prioritised funding opportunities linked to our activities
* Supporting with the preparation and submission of applications to secure funding including written and financial supporting information
* Reporting back to existing funders on the effectiveness of our projects
* Working across the organisation and the board of trustees to develop beneficial networking

*Hires & Use of the Building*

* To assist in the development of hiring out our building
* Developing our hire packages to optimise the use of the building through general public and corporate / commercial use
* Working with our front of house team to ensure hirers get the best experience we can provide

*Other*

* Reporting internally on progress of income generation initiatives against targets
* Reporting externally to current and potential funders on the impact of their contribution to the work that The Met performs
* Develop our framework for evaluating and continuously improving the success of our fundraising strategy
* Ensuring GDPR compliance and best practice in all development and fundraising activities
* Any other duties as reasonably required by The Met.