

NoFit State Circus

Job Description

Job Title: Development Manager

Reporting to: Executive Director

NoFit State is the UK's largest touring contemporary circus company. Every year the company engages with 120,000-150,000 people of all ages and backgrounds from across Wales, the UK and the world.

NoFit State is a dynamic creative organisation that thrives on challenge and is constantly seeking to learn and improve in all areas of everything that we do. We are inspired by the extraordinary things that ordinary people can achieve and celebrate the communal strength that comes from the traditional circus touring life.

Our mission is to create extraordinary work that changes lives. We celebrate the power of ordinary people to do extraordinary things.

Rooted in Wales, NoFit State Circus delivers:

- Medium and large scale professional productions that tour across the UK and internationally
- An extensive participatory community and learning programme
- A professional development programme to support the transition from community participation to professional training and from professional training to employment

Purpose of the Role

To support the strategic development of the company through designing and delivering the company's overall fundraising and development strategy to achieve established financial targets. As a senior manager you will work with the Executive Team to define and then achieve agreed financial targets.

Main Responsibilities

- Develop and implement the company's development strategy including (but not limited to):
 - Public Funding (including both ACW and ACE)
 - Trusts and Foundations
 - Corporate supporters and sponsors
 - Private giving (individual donors and major givers)
- Research, identify and draft applications, pitches and asks to appropriate funders/supporters, cultivating relationships and securing support to achieve defined targets
- Manage and nurture the ongoing relationships with current and past supporters/funders
- Plan, manage and deliver a planned programme of development events
- Design and deliver reporting processes that are fit for purposes and satisfy funders' and supporters' requirements
- Support Finance Officer and Company Administrator in financial reporting of designated funds
- Manage development budgets

Position in the Company

The Development Manager will;

- be line managed by the Executive Director and report to her
- produce written updates for the Board of Trustees and report verbally to them as required
- work in partnership with the company's Communications and Marketing Manager to engage donors, prospects and key stakeholders with the company, moving from purely transactional relationships to ones based on emotional connection and commitment
- work with the company's Executive Team to cultivate new supporters and strategic delivery partners with which to develop and grow the company's work both within the UK and Internationally
- work with the company's Community Programme Manager to cultivate new opportunities for support
- manage the Development Officer.

Personal Specification

You must be able to work collaboratively and think latterly about how funders and supporters can support all elements of the charity's work. The competition for support is higher than ever so you must be able to be creative, adaptive, and resilient in your approach. The fabric and focus of our society are changing and our work evolving in response, our fundraising efforts must learn and grow alongside this.

Essential Skills

Have a genuine interest/passion for contemporary circus / theatre / performing arts / outdoor arts

Understand how data can be used to drive change and inform decision

Demonstrated ability to build and lead a strong team where each member understands and values their impact and role

A confident communicator

Strong and adaptive writing skills

Highly organised and self-motivated, with proven ability to work at speed across a range of different projects simultaneously

Excellent literacy, numeracy and computer skills

Accurate proof-reading skills

Proven success in raising funds from and reporting to a broad range of sources including statutory and private trusts and foundations

Proven success in cultivating and maintaining relationship with donors, sponsors or funders

Effectively manage a team

Computer literate and able to learn and use a variety of software packages including database systems

Prepared to be available for occasional evening and weekend working when necessary

Desirable Skills

The ability to communicate effectively in more than one language (in particular Welsh and/or French as well as English)

Ability to provide accurate and detailed information at short notice

Have proven experience of using database and CRM software for research and relationship tracking

Role Overview

This is a full-time and permanent job role, following the successful completion of a three-month probation period. The post holder will be employed on a PAYE basis and based in the company's main Cardiff office.

We can offer a hybrid working pattern combining home working with office based periods of time to ensure a good work/life balance.

NoFit State is a Living Wage employer and complies with all employment legislation and statutory requirements as a minimum standard from which to build.

Recruitment Process

Key dates

Closing date for applications: 10am, Thursday 25 April 2024

Interviews: Week commencing 29 April

Indicative start date: June

Starting salary: £30,000 - £40,000 per annum,
depending on experience, subject
to review

NoFit State is an Equal Opportunities employer and welcomes applications from all sections of the community. Disabled, D/deaf and/or neurodiverse people, those from Black, Asian and Ethnically Diverse backgrounds and people under 30 are currently under-represented in our team so we particularly encourage applications from people in these groups.

Please let us know if you need us to make any adjustments during the application or recruitment process and we'll be happy to support you. You can contact Lizzy at lizzy@nofitstate.org or call 02921 321 026.

How to apply

If you wish to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and send together with a covering letter and a copy of your CV to:

jobs@nofitstate.org

or

Development Manager Application
NoFit State Circus, Four Elms Road
Cardiff CF24 1LE

Applicants must be eligible to work in the UK.

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