



Job Description – Business Development Manager (part time)

Title of post:	Business Development Manager
Accountable to:	Chief Executive
Conditions:	Part-time contract initially, fixed term for 12 months, with a view to extension of contract and hours in the future pending approval from the Board.
Hours:	Part-time (21 core hours per week), plus evenings and weekends when required
Location:	Summerhall, 1 Summerhall, Edinburgh, EH9 1PL
Salary Scale:	£26,000-31,000 pro rata
Holidays:	24 days per annum pro rata plus public holidays

Starcatchers is a leading charity that exists to apply the transformational power of the arts to support improved outcomes for our youngest children. Since 2006, we have successfully pioneered methodologies of engaging with and making high quality performances for babies and young children aged 0-5 years and their grown ups in communities in Scotland. We work in partnership with children, families, childcare settings, staff, artists, other Third Sector and arts organisations to deliver an evolving programme of activity that is supported by robust evaluation and research.

Our mission is to inspire performances and creativity for babies, young children and their grown-ups in Scotland. As a young, dynamic organisation, we strive to put the needs of babies, toddlers and young children at the core of everything we do, while engaging with the parents, carers, families, early years' professionals and communities who nurture them.

Starcatchers delivers this vision through a three-stranded programme of work:

- Engagement Programmes: placing artists in communities to work with very young children and their parents and carers as a vehicle to support artistic development and social change
- Creative Skills: programmes of training and development for Early Years practitioners and artists to develop their skills and capacity in using arts and creativity for Early Years



- Producing & Touring: developing high quality productions and installations that can be toured across Scotland, the UK and international

Primary Purpose

To support the business development of the organisation and maximise income inline with the overall organisational strategy by identifying and applying to funding sources and new corporate fundraising opportunities, alongside building and managing relationships with partners to grow income.

Specific Duties and Responsibilities

- To work with the Chief Executive to identify and implement a strategy for key income streams for Starcatchers including but not limited to: Creative Scotland, Scottish Government, trusts and foundations, local authorities and corporate partners
- To work with staff from across the organisation to research, identify and create exciting funding opportunities from the wide range of existing, and future, projects and programmes
- To identify, create and secure opportunities for new and non-traditional revenue streams and sources for Starcatchers in line with our strategic priorities
- To apply for opportunities for projects and funds to support the core organisation ensuring that applications, proposals, bids and tenders to funders and partners are innovative and professionally presented
- To build relationships through personal, written and telephone contact with important funders, partners and external contacts with a view to promoting proposals, securing support and getting feedback
- To ensure effective prioritisation of proposals and pitches so that they are sent out in a timely and effective manner in line with organisational priorities
- To maintain sufficient knowledge of Starcatchers activity and the sectors in which they operate to ensure our approach reflects best practice and exploits opportunities for innovation
- To liaise with the Marketing Manager to ensure that all fundraising opportunities are identified and promoted effectively
- To ensure funding reports are completed in a timely fashion and corporate partners are appropriately engaged and thanked
- To meet annual targets and effectively manage budgets
- To maintain administrative systems for all activity so relationships can be monitored and maintained
- To prepare partner agreements where appropriate
- To play an active role in the strategic development of Starcatchers as a member of the Senior Management Team



- To fully participate in company meetings and events as required
- To attend relevant training as and when required
- To positively represent Starcatchers at events
- Any other duties appropriate to the post and organisation

Skills and Experience

Essential

- A proven track record of income generation from a range of sources in a business development or fundraising role
- A track record of developing and implementing fundraising strategies and finding innovative and interesting ways to communicate the work of a charity
- Proven ability to build lasting relationships with stakeholders at a range of levels
- An understanding of trends in charitable giving and the creativity to devise ways to engage and inspire partners
- The ability to work collaboratively with colleagues to create exciting, compelling and engaging packages for partners
- A thorough understanding of new business development process, with experience of cultivating new corporate prospects
- Experience in managing funding application and reporting processes alongside corporate relationships
- Excellent communication and influencing skills
- Excellent organisational and time management skills, with the ability to manage multiple priorities and work to tight deadlines
- Experience of working to targets and handling budgets
- Experience with an arts or Third Sector organisation
- An ability to work as part of a small team and build relationship with external partners and stakeholders

Desirable

- Educated to degree level
- A range of contacts that can be utilised to support the charity and fundraising remit
- Knowledge of the children's arts sector in Scotland
- An interest in Early Years

Personal Qualities

- Ability to think strategically and imaginatively
- Approachable, empathetic manner
- Analytical and problem-solving skills
- Energy and commitment



To apply, please complete an application form and return it to:
Jo King at jo@starcatchers.org.uk by Thursday 25th August at 12pm.

CV's will not be considered.

Interviews to be held between 1st – 7th September.

Starcatchers is an equal opportunities employer.

STARCATCHERS EQUAL OPPORTUNITIES POLICY STATEMENT

Starcatchers wholeheartedly supports the principle of equal opportunities and values the individual contribution of people, irrespective of sex, age, marital status, disability, sexuality, race, colour, religion, ethnic, or national origin, history of illness, needs of dependants and/or parenthood.

We believe that it is in the company's best interests, and all those of who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment and training opportunities arise. To this end we are committed, within the framework of the law, to achieving and maintaining a workforce who broadly reflect the local community in which we operate. Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

Starcatchers fully supports this policy statement. All employees and those engaged in our activities are responsible for playing their part in achieving these objectives.