**Outline of Brief**

# BUSINESS DEVELOPMENT MANAGEMENT SERVICES – FREELANCE CONTRACT– initial 7 months (January to July 2022)

Responsible to: Artistic Director/CEO

Works with: Finance Manager, Communications Manager, Workshop Leaders, Ops & Programme Manager, External partners

**Scope of contract:**

Working closely with Artistic Director (AD/CEO) and the rest of the Brighton People’s Theatre team, the Business Development Manager is pivotal within the company at this time of consolidation and growth.

The Business Development Manager will focus on fundraising and business planning between January 22 and July 22. The company is keen to build on its financial foundations, ensuring that it can develop the offer that our local community want to engage with. This will mean looking at longer term funding opportunities, specifically around trusts and foundations and business partnerships, and producing a business plan covering the period September 22 to September 25.

There will be fundraising targets and clear responsibility to lead on producing the business plan. Working with our Finance Lead and with our Ops and Programme Manager to ensure that you have the information needed for fundraising. Working with the AD/CEO to ensure that you have support and information for business planning.

**Fees**

There is a £10,120 fixed fee for this, working for 40 days within the team at £250 a day across the period from January to July 22.

**Location**

The role can be done remotely with occasional visits to the Brighton office.

**RESPONSIBILITY**

**Fundraising and Business Planning**

* Take responsibility for fundraising and income generation approach for the organisation for this period, gathering knowledge of funders for the organisation
* Submit grant applications to various sources
* Work with sponsorship consultants to ensure that the charity presents itself in the most dynamic way and is able to build 1-2 good business partnerships with clear outcomes.
* Work with AD/CEO, Ops & Programme Manager and Finance Manager to produce strong funding bids
* Manage stakeholder relationships with funders
* Lead on the development of a business plan for the organisation, working with the team on gathering content and evidence based on strategic planning due to take place in January 21
* Work with team to ensure the Case for Support is up to date and new evidence is added where appropriate

**Advocacy and Communications**

* Ensure Communications Manager has all relevant info to provide effective messaging for funders in our communications

**Joint Team Responsibilities**

* Actively contribute to the co-creation of a growing organisation sharing ideas and developing collaborative ways of working
* Operating within the values of the organisation at all times

**PERSON SPECIFICATION**

Brighton People’s Theatre comprises a team of freelancers and contracted salary staff, all of whom are highly skilled and committed to their roles. All staff members are expected to contribute as appropriate to the Company’s success.

# Essential Skills and Attributes

* At least three years’ paid experience in fundraising and at least one year’s experience of strategic planning
* Strong organisational skills:
  + Self-motivated
  + Able to prioritise own workload
  + Problem solver
  + Able to meet deadlines and targets
  + An excellent eye for detail
* Proven fundraising skills in working with Trusts & Foundations (the priority) and Business Partnerships
* Business planning skills
* Ability to understand financial information and reports
* Excellent verbal and written communication skills and ability to establish rapport with a wide range of individuals and organisations
* Relationship management experience with funding stakeholders
* Commitment to working collaboratively within a small team
* Ability to work quickly and stay calm under pressure

# Desirable Skills and Attributes

* Knowledge of Brighton and surrounding communities and the people who live here