



HEAD OF DEVELOPMENT & FUNDRAISING JOB PACK



“

What's interesting about Global Grooves is it looks across all the art forms on an equal level. The maturity of the company is around working with those different art forms and experts in each of those. That's the richness that you get with Global Grooves.”

”

- Angela Chappell, Relationship Manager, Arts Council England.

JOB DETAILS

Job title:	Head of Development & Fundraising
Salary :	£42,000 pro-rata
Part Time Role:	3-5* days per week (*there may be opportunities to extend to up to 5 days if a strong business case can be made.) Working hours can be flexible.
Reports to:	CEO
Line management:	Ad-hoc Freelance fundraising support.
Contract:	Minimum 2 year fixed term contract, Extension possible
Location:	The Vale, Unit 2 Vale Mill, Micklehurst Road, Mossley, OL5 9JL. Hybrid working is available.
Benefits & Holidays:	Annual leave entitlement is 20 days a year plus public holidays. Auto enrolment begins three months after start date. Vitality Health insurance following probation. Flexible working.
Probation period:	Reviewed at 6 months

WHO WE ARE: Since 2003, Global Grooves has brought inspirational Carnival practice from around the world into communities across the north of England and internationally. We are passionate about embracing authentic, diverse art forms with integrity and respect, and developing a distinctive UK Carnival aesthetic. Global Grooves is a fully Charitable Community Benefit Society with limited liability registered with the FCA. Society number 7807.

JOB PURPOSE

Following a period of significant growth, Global Grooves is looking to appoint a highly experienced and strategic fundraising professional with a proven track record of securing significant income through bid writing, tenders, corporate partnerships and other fundraising to join our exceptional team.

Working with our senior management team and board to help shape organisational strategy and align fundraising activity to meet ambitious goals, the right candidate will leverage their experience and contacts to consolidate existing income streams and identify new opportunities for growth.

Fundraising at Global Grooves

Global Grooves was founded in 2011 and has grown to be one of the leading Carnival organisations in the UK, with a national and international impact. As an Arts Council NPO we deliver sector development work in communities across the country whilst also programming increasingly ambitious cultural work from our venue and Carnival centre The Vale in Tameside.

Earned income from our Carnival productions and events plays an increasing role in our business model, alongside a mix of lottery, statutory, trusts and foundations, sponsorships and individual giving. Having recently completed a major capital project we're keen to leverage further value from our first-class facilities.

To support our next period of development we're now keen to bring fresh expertise and strategic thinking into the organisation, analysing new income opportunities and ensuring we're presenting a compelling case for support to existing and potential donors.

JOB DESCRIPTION

MAIN RESPONSIBILITIES INCLUDE;

- Develop and implement a comprehensive fundraising strategy, working closely with the CEO / Senior Management to meet organisational targets and development goals. Our current fundraised income (grants, trusts, foundations) is c.£500k+ per annum however we will need to increase this to achieve some of our strategic ambitions.
- Leading on all large scale bids to core funders (e.g. Arts Council England; GMCA) and responding to tender opportunities, where appropriate opportunities are identified.
- Research and develop a pipeline of new grant opportunities, working with senior colleagues.
- To build 'Cases for Support' relevant to the different funding sources.
- Leading on monitoring and reporting for key grants.
- Develop a pipeline of mid to large scale (e.g. £30k to £100k+) applications to trusts, foundations and statutory grants.
- Analyse potential for new sources of income, including corporate partnerships/support, major gifts, legacies, and implement and track appropriate strategies to develop these streams.
- Work closely with colleagues and manage ad hoc freelance fundraising support to ensure appropriate vetting of small to medium scale grants, and oversee and support submission of grants by colleagues/freelancers.
- Develop business case for any additional investment in fundraising capacity.
- Provide strategic fundraising advice and bid writing support to local partner arts organisations, as part of our mission to grow the local cultural ecology in Tameside (1 day per week)
- Continue to embed fundraising across the whole organisation and maintain team support.
- Coordinate and support donor stewardship, nurturing relationships
- Coordinate the reporting to funders, ensuring colleagues provide quality written reports and drawing on our databases to furnish relevant outcome data.
- Improve fundraising systems policies and procedures, including the management and collection of data.
- Working closely with Senior Management Team on wider organisational development (e.g. business planning, finance, governance, strategy), to ensure fundraising activity is fully aligned with the organisation's current capacity and future plans.
- Bringing together the support of the Board to assist with the development of income streams.
- Responsible for meeting planned funding deadlines whilst being responsive to quick turnaround opportunities.

PERSON SPECIFICATION

ESSENTIAL EXPERIENCE, KNOWLEDGE AND SKILLS:

- 5yrs + relevant experience in a senior fundraising role, ideally in an arts organisation (we would consider applications from other sectors).
- Proven track record of securing large, multi-year grants from arts funders, social funders, both statutory, lottery and private. Experience of Arts Council funding (including NPO process) is a distinct advantage.
- Significant experience writing successful bids and tenders and working with partners to develop these plans, plus reporting process.
- Experience in business planning and organisational development.
- Experience in stakeholder engagement and management, including building effective relationships with local authorities, regional government, Arts Council, other national funders and bodies.
- Existing network of contacts across trusts and foundations and wider fundraising sector.
- Excellent organisation skills and an eye for detail with a high level of financial literacy.
- Ability to work across and balance competing priorities, colleagues and partners.
- Self-motivation, resilience and determination, plus the ability to inspire others through challenging times.
- Excellent presentation skills and communication skills, both verbal and written.
- Strong personal interest in the arts, and an enthusiasm for Carnival (with a commitment to deepening your knowledge of this global practice).

DESIRABLE EXPERIENCE, KNOWLEDGE AND SKILLS

- Knowledge of or strong interest in Carnival, outdoor arts or participatory arts.
- Experience in coaching, facilitation, mentoring of peers.
- Presentation skills (including pitching for work).
- Experience working with management accounts.
- Board experience.

The above job description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list.

HOW TO APPLY

APPLICATION TIMELINE

- Applications close midnight Sunday 20th October 2024
- Applications shortlisted and notified by Wednesday 23rd October 2024
- Interviews will be held on Wednesday 30th October 2024 (9am - 5pm)
- We expect to notify the outcome of interviews by Monday 4th November.
- Start date asap (negotiable)

HOW TO APPLY

- Please send us a CV or details of your previous experience and a covering letter of no more than two pages, highlighting why you would like to work with Global Grooves. These should demonstrate how you meet the person specification and provide confidence you can meet the needs of the role and job description.
- If you would like further information then email hello@globalgrooves.org and we can arrange a phone chat. We welcome pre-application discussions.

FOR THOSE SHORTLISTED:

- In advance of your interview, please email through an example application, or report, which shows your writing skills (anonymised as required).
- Questions will be shared ahead of interview. (We may ask some further follow up questions depending on what emerges in the conversation).
- For the interview, you are requested to prepare a 5 page proposal to an imaginary arts funder, in support of a Global Grooves project. This should include images (from GG Website) and text about the project, its aims, intended outcomes etc. You can choose a project from our website or invent one of your own. The exact details are less important than how you articulate and present a compelling argument for your project, whatever it may be!

GUIDANCE FOR APPLICANTS

Global Grooves is committed to equality for everyone and we encourage you to apply no matter what your age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

Global Grooves is committed to being a Disability Confident employer. We value difference and recruit by merit based on fair and open competition. We welcome candidates from all backgrounds and from all sectors.

We are committed to supporting applications from individuals from backgrounds or social groups that are currently under-represented in the arts and cultural sector – including those within South Asian communities, African and Caribbean communities and from the d/Deaf and disabled people, as well as individuals from lower socio-economic backgrounds. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place.
