



Job Description – Senior Development Manager

Shubbak seeks a Senior Development Manager to join our small and dynamic team to lead on grants fundraising and support other development activity for a fixed term contract of one year.

Shubbak (meaning 'window' in Arabic) supports and celebrates the diversity of Arab artists' creativity and innovation through its professional, participatory and engagement programmes, national touring and biennial multi-artform festival. Working nationally and internationally, we commission, initiate and develop projects that encourage a wide range of creative approaches in an artist-centred process.

Under new leadership, Shubbak remains passionately committed to platforming Arab cultures and cutting-edge creativity in the UK arts scene, and is now deepening its community and engagement work as a key part of the organisation. As part of this, we are looking for someone with a strong track record of fundraising from trusts, foundations and other sources, and who will be able to take responsibility for income generation to secure the resources we need to fulfil our mission to our usual high standard. This will be the main focus of the role, along with bid-writing and or reporting (including to individual donors) as well as writing fundraising copy for the website.

Key responsibilities

- To lead on grants fundraising, identifying new funding bodies, writing applications and generating reports
- To support the Joint CEOs with managing existing funder relationships and developing relationships with new funders
- To support the Shubbak team with other areas of fundraising and income generation

Key Duties

- Lead on grants fundraising from trusts and foundations, local authorities, British Council, Heritage Lottery Fund and other related funding sources including writing applications, drafting budgets, and writing grant reports
- Work with Joint CEOs on larger, strategic fundraising applications
- Research and identify other potential funders for Shubbak's work such as corporate trusts or family trusts with support from Shubbak's Intern
- Assess potential funders in line with Shubbak's ethical fundraising policy
- Carefully manage relationships with existing funders, as well as developing relationships with new funders

- Work with Community and Learning Producer to ensure that funded community and education projects are accurately evaluated and reported on in line with funding agreements
- Work with Joint CEOs and wider Shubbak team to ensure that funded artistic projects are accurately evaluated and reported on in line with funding agreements
- Support Joint CEOs with stewardship of individual donors as needed, including writing fundraising pitches or reports
- Support Joint CEOs with reporting fundraising developments to the Board
- Keep up-to-date with local, national and international fundraising opportunities
- Support Marketing & Communications Manager with copy around fundraising areas e.g. website or newsletter
- Support and promote all company policy, with specific attention to Equality & Diversity, Customer Care, Health & Safety and Data Protection
- Any other reasonable duties as required

Person specification

Essential

- A minimum of four years' experience in fundraising in an arts and/or community work context
- Strong track record of grants fundraising with experience of securing multiple grants of £50k and above
- Ability to build and maintain good working relationships with a variety of contacts
- Experience of reporting to funders to a high standard
- Understanding of issues relating to diversity & access
- Excellent communication skills (written and verbal)
- Experience of budget management
- Knowledge of current arts fundraising landscape
- Knowledge of fundraising best practice
- Ability to work independently and in a small team

Desirable

- Experience of working in arts and culture
- Knowledge, understanding and/or interest in Arab/SWANA culture

Equal Opportunities

We are an equal opportunities employer and value applications from a variety of backgrounds. Disabled candidates who meet the essential criteria for the role will be guaranteed an interview.

Flexible working

We are open to requests for flexible working patterns such as compressed hours or flexible start and finish times. We are happy to discuss other flexible working options in order to accommodate people from a variety of life situations. Please clearly mark any flexible working requirements in your covering letter and we can discuss further at the interview stage.

Terms

Hours: Part-time, 2.5 days per week

Salary: £38,000 pro rata (i.e. £19,000)

Start date: As soon as possible

Duration: 12 months, with possibility of extension

Location: Remote and/or in Shubbak office in central London (to be agreed)

Application

To apply, please send a CV and covering letter (no more than 2 sides A4) setting out your relevant skills and experience for the role to recruitment@shubbak.co.uk by 10am, Friday 20th May 2022. Interviews are likely to be held the week starting 30 May 2022.

If you have any questions about the role or application process, please contact Jodie Gilliam, Head of Finance and Operations, at jodie@shubbak.co.uk