

manchester
collective

Job Pack: June 2021

Development Manager

Development Manager: Job Pack

Summary

This is a new, Manchester-based development role that will continue to evolve as the work of the Collective grows over the coming years. The job will involve managing and enlarging our donor ‘family’, devising and delivering individual giving campaigns and cultivation events, and ensuring effective data management to support and inform the overall development function at Manchester Collective.

We are looking for someone who has enough experience to be able to take leadership in these areas, but who also enjoys working creatively and collaboratively. The successful applicant will be excited about the kind of organisation that Manchester Collective is and has the potential to become. They will be unafraid to break with convention – in our world, common practice is very rarely best practice – and will have the knowledge and experience to produce work of the highest quality.

While an extensive knowledge of classical music is not essential, it is important to us that applicants engage with the arts on a broader level and have passions of their own – whether those interests lie in the worlds of literature, cooking, visual art, country music, textiles, or any other field. It doesn’t matter what these passions are, but it’s vital that they exist. That special spark, or curiosity, is one of the magic ingredients we are looking for when it comes to good development staff.

The Development Manager will work most closely with the Development Director, but also with the Chief Executive and Communications Director where appropriate.

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1. Background

"THE CRAZIEST, MOST MENTAL, INTENSE, DARK, AND PASSIONATE PIECE OF ART I'VE EVER WITNESSED. MADDEST NIGHT SOBER I'VE EVER SPENT."

Manchester Collective exists for two reasons – to create highly ambitious, outstanding, and innovative new musical work born out of the classical world, and to reach a young, hungry, and under-served audience with that work.

The Collective's practice responds to a clear need: on the whole, classical programming in the UK is very conservative, and the audience for that programme is heavily skewed towards older, wealthier, and whiter audiences. MC's work is focused in parts of the country that have been historically under-funded and under-resourced, and has always been about enabling audiences to enjoy "radical human experiences through live music" for the first time.

For every show at Kings Place or the Southbank, the organisation produces work at the CLF Art Café in Peckham, the Invisible Wind Factory in Liverpool, or at The White Hotel in Salford. These concerts are attracting a very different audience to the classical norm – radically younger, and more diverse in ethnicity and socio-economic background.

New music is of vital importance to the Collective – in recent years, they have commissioned major work by artists including Edmund Finnis, Hannah Peel, Freya Waley-Cohen, and Laurence Osborn. Recent highlights include the creation of Dark Days, Luminous Nights, a daring installation made under lockdown with Blackhaine and Simon Buckley; Sirocco, the international sensation featuring South African cellist Abel Selaocoe & Chesaba; and the world premiere of Freya Waley-Cohen's 'Talisman' for string orchestra, broadcast 'Live in Concert' for BBC Radio 3.

Manchester Collective record for the Icelandic label Bedroom Community, most recently having released their debut album 'The Centre is Everywhere' in March 2021.

A) THE ARTISTS, THE TEAM, AND THE WORK

Manchester Collective works with over 60 artists a year – musicians, composers, electronic artists, directors, filmmakers, photographers, singer-songwriters, designers, producers, and many more.

Since its founding in 2016, the organisation has been led by its two co-founders, Chief Executive Adam Szabo, and Music Director Rakhi Singh.

Pre-Covid, the Collective was giving around 65 concerts a year, across 18 cities in Europe and the UK. Now, as we emerge from this unprecedented time and start to ramp up our touring activity again, balancing that performance programme with our existing studio recording work, community engagement, special projects, and tertiary education work is going to be a significant challenge.

In the last 16 months, our work has reached more people than ever before. The coming year will bring more opportunities and bigger platforms – concert debuts at the BBC Proms, Wigmore Hall, Saffron Hall, St George's Bristol; brand new education initiatives, as well as fresh collaborative projects that will stretch us to the limit of our imaginations.

All that work isn't going to pay for itself (unfortunately). Effective fundraising is going to be more important for us than ever before.



B) THE BOARD

The overall supervision and control of the Collective is entrusted to a Board of Trustees comprising no more than 12 members. The Board meets approximately 4 times per year.

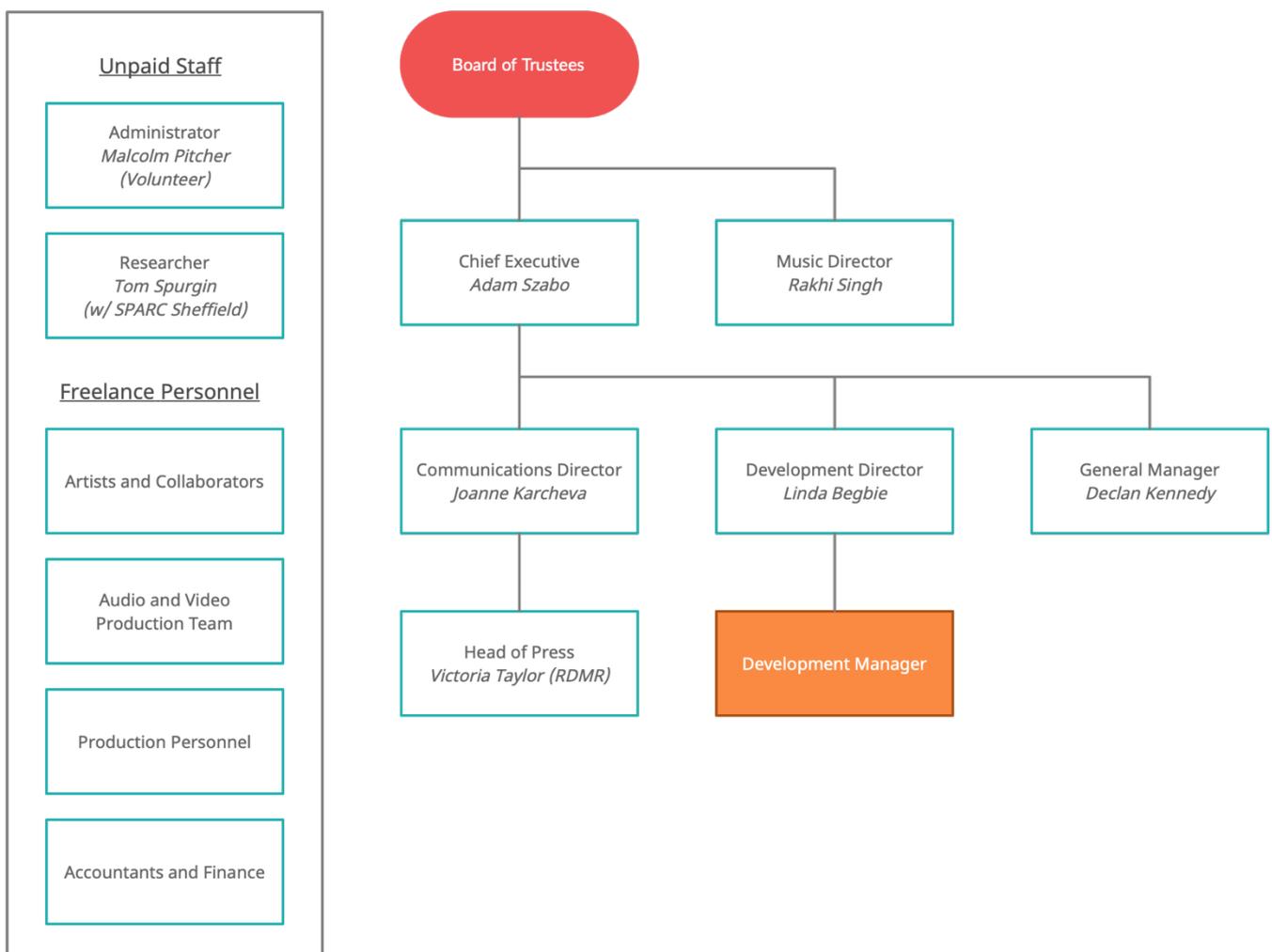
C) EQUALITY, DIVERSITY AND INCLUSION

At Manchester Collective, we create music for people. All people. To help realise a fairer, more equal future for the arts in the UK, we are committed to equality, diversity and inclusion across every aspect of our organisation. This focus on positive change permeates our programming, our hiring, and the way we approach our audiences.

We strongly recognise that our team has some way to go to better represent the diversity of modern Britain and therefore are proactively seeking expressions of interest from applicants of Black, Asian and ethnically diverse backgrounds, and applicants with a lived experience of disability.

The Collective is a Disability Confident organisation. Any applicant that identifies as disabled and meets the minimum requirements for the job (see "Essentials" in Section 5) will be offered an interview if they self-disclose their disability status in their application. Our premises are fully wheelchair accessible.

2. Manchester Collective Management Structure



3. Role Description

Job Title	Development Manager
Role purpose	A vital new role in the organisation, responsible for establishment of robust development data management, raising philanthropic income from individual donors, and supporting the Development Director to achieve strategic fundraising goals.
Salary	£34,000/annum
Hours	<ul style="list-style-type: none"> • 40 hours a week • 30+ evenings and weekends per year during projects as required, offset against core working hours in accordance with the Manchester Collective TOIL policy • Manchester Collective are willing to discuss alternative working arrangements at interview (ie. part time contracts), as per the MC Flexible Working Policy
Location	<ul style="list-style-type: none"> • Based at the Manchester Collective offices and on tour as required • Flexible/remote working upon discussion and according to the MC Flexible Working Policy • When working full time, MC would generally encourage a minimum of three days per week work from the office, and two days at the discretion of the employee
Reports to	Development Director
Key external contacts	<ul style="list-style-type: none"> • Individual donors • MC audiences • Sector partners and stakeholders • For reporting purposes: <ul style="list-style-type: none"> ○ Government bodies (Arts Council England, British Council, Manchester City Council, Greater Manchester Combined Authority, etc) ○ Trusts and foundations
Key internal contacts	<ul style="list-style-type: none"> • Development Director • Chief Executive • Communications Director • MC Board of Trustees

4. Role Scope

Strategic Area	Key Responsibilities
General	<ul style="list-style-type: none"> • Supporting the Development Director to ensure success in key fundraising relationships, campaigns, appeals and events.
Development data systems	<ul style="list-style-type: none"> • Managing donor data, including taking leadership on researching, choosing and implementing an effective fundraising database • Using data effectively to support high quality prospect research and relationship management



	<ul style="list-style-type: none"> • Using database to run queries and reports, including evidence gathering to support campaigns and essential grant reporting requirements • Drawing up formal gift agreements and responsibly managing sensitive donor information • Reporting on success of appeals/campaigns, using evidence and analytics to intelligently inform subsequent decisions and planning
Individual giving	<ul style="list-style-type: none"> • Designing and managing campaigns, including mapping out timescale, key milestones, and producing compelling wraparound materials (eg. digital/video support) • Taking the lead on individual donor communications, in collaboration with Development Director and Communications Director – eg. individual donor mailings, support page content, gathering donor testimonies • Designing ways to structure philanthropic giving and cultivating a donor pipeline that is imaginative and compatible with Manchester Collective style/ethos... not a traditional friends or patrons scheme! But like, a good version of that. • Working with Development Director to produce and manage donor events that are relaxed and on-brand
Advocacy	<ul style="list-style-type: none"> • Representing Manchester Collective at regional, national and international meetings and events when relevant



5. Person Specification

Specification	Detail
<p>What we value</p> <p>(We are looking for this kind of person)</p>	<ul style="list-style-type: none"> • Impact <ul style="list-style-type: none"> ○ You accomplish amazing amounts of important work ○ You minimise complexity, and find time to simplify ○ You focus on great results, rather than process • Communication <ul style="list-style-type: none"> ○ When you communicate, you are concise, articulate, compassionate, and jargon free ○ You are honest, candid, and direct • Judgement <ul style="list-style-type: none"> ○ You think strategically, and can articulate what you are trying to do ○ You smartly separate what must be done well now and what can be improved later ○ You act in Manchester Collective's best interest • Passion <ul style="list-style-type: none"> ○ You believe intensely in the mission of our work: that classical music has huge value, and that classical music should not just be the preserve of the wealthy, educated, and privileged ○ You inspire others with your thirst for excellence ○ You genuinely care about Manchester Collective's success • Courage <ul style="list-style-type: none"> ○ You keep us accountable to our mission ○ You take smart risks ○ You say what you think, even when controversial • Innovation <ul style="list-style-type: none"> ○ You create new ideas that prove useful ○ You pursue best practice, not common practice • Selflessness <ul style="list-style-type: none"> ○ You seek what is best for Manchester Collective, rather than what is best for you ○ You make time to help colleagues ○ You are egoless when searching for the best ideas
<p>Essentials</p> <p>(Must have)</p>	<ul style="list-style-type: none"> • Minimum of two years of experience working in a development context • Knowledge of development best practice in the cultural sector, including current trends and challenges in England, the UK, and internationally • Passion for the arts • Ability to work with creative personnel • Ability to build warm, compassionate, and supportive relationships with stakeholders, donors, prospects, partners, and colleagues • Experience of treating donors with respect, diplomacy, tact and discretion, even in challenging situations, eg complaint or conflict.
<p>Desirables</p> <p>(Nice-to-have)</p>	<ul style="list-style-type: none"> • Experience of wealth screening and prospect research • Strong knowledge of GDPR • Knowledge of classical music, artists, venues, and festivals • Full, clean UK driving licence
<p>Special Conditions</p>	<ul style="list-style-type: none"> • Applicants must be eligible to work in the UK



6. Application Process

A) HOW TO APPLY

Applicants who wish to apply should submit the following documents:

- Cover letter (no longer than 1 page) outlining why you are the right person for the job.
- CV (no longer than 2 pages)
- Monitoring form (find this at <https://manchestercollective.co.uk/jobs>)
- **In addition**, applicants should submit a one-page response to the exercise outlined below.

All application documents must be submitted to jobs@manchestercollective.co.uk by 17.00, on Friday 23 July 2021.

B) EXERCISE

Below, you will find three short fictional supporter profiles.

- (i) Please select **one** donor and write a brief email to them, introducing yourself and letting them know about your new role at Manchester Collective. Include anything that you think might be appropriate/effective in getting this relationship off to a good start.
- (ii) For **all three donors** please suggest possible 'next steps' in terms of stewardship/cultivation. These can be in the form of bullet points.

Donor X is based in the northwest. He's been a fan of Manchester Collective since 2016 and came to our very earliest gigs. He is an amateur cellist, plays in a string quartet and loves music. He thinks the atmosphere of our performances is really special and has missed live contact during the pandemic – he often brought friends along and is always singing our praises! He works in the public sector and does not have huge disposable income or personal wealth. He's been upset by the impact Covid-19 has had on freelance musicians and in the last year has donated to our Support Fund 8 times, each time between £20 and £25.

Donor Y donated to our Support Fund in 2020, with a one-off sum of £700. She is a member of *Giving What We Can*, lives in central London and works in the City – a high net worth individual. As far as we are aware she does not know any Manchester Collective staff/artists and we have no record of her attending any of our smaller performances, for which we hold Box Office data. She received a personal letter of thanks for her generous gift but did not respond. She did not sign up to our mailing list when making her donation.

Donor Z is a much-loved old family friend of a musician who works regularly with Manchester Collective. Since the start of the Covid-19 pandemic they have given three donations to our Support Fund, two at £500 and one at £1,000. Donor Z is now retired and does not qualify for Gift Aid. They have attended a Q&A session with Adam Szabo and Rakhi Singh in the past and enjoyed it immensely. They always respond warmly to correspondence and would love more contact, but they live down south and cannot easily travel. Because of their age, they are also cautious about Covid and for the moment they are avoiding crowds.



C) PROCESS

1. Monday 28 June – applications open
2. Friday 23 July, 17.00 – applications close

Names will be redacted from all application documents, which will then be assessed by the Chief Executive, Development Director, and one external assessor.

NB: The Collective is a Disability Confident organisation. Any applicant that identifies as disabled and meets the minimum requirements for the job (see 'Essentials' in Section 5) will be offered an interview if they self-disclose their disability status in their application.

3. Friday 30 July – all candidates notified of results

Following assessment, shortlisted candidates will be invited to the second stage of the process: a formal interview.

4. Interviews

Saturday 7 August
Monday 9 August
Tuesday 10 August

Socially distanced interviews will be conducted by a small panel, including one Manchester Collective Trustee, at the MC offices. Physical interviews will be compliant with all relevant public health guidance.

If applicants prefer, then interviews can also be held over video-conferencing software (Zoom). The interview process and questions will be standardised, and the format of the interview (ie. digital or in person) will have no bearing on the result.

5. Following the interview stage, all shortlisted candidates will be informed of the outcome by email. We will always provide personal and specific feedback where possible, and if candidates wish to touch base for a follow-up call, then that can also be arranged.



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To discuss this job pack, please contact:

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