



PYRAMID

Development Manager – Job Description and Person Specification

Job title	Development Manager
Contract type	Fixed term
Contract length	18 months with potential to extend (subject to funding)
Hours	28 (0.8fte) – flexitime and hybrid working available by mutual agreement
Responsible to	Director
Supervisory responsibility	Marketing and Communications Officer
Pay	£33,945 per annum (pro rata actual salary £27,156)
Holiday entitlement	24 days plus bank holidays (pro rata). Additional day per year of employment, up to 6.
Location	LS11 9RT (Holbeck, Leeds). A hybrid working arrangement is possible.
Access	Please see pyramid.org.uk/access for detailed information about our space, and please let us know if there's something we haven't covered.

Background

Pyramid is a Leeds-based arts organisation, investing in people with learning disabilities, autism, or both, through the discovery, development, and disruption of the arts. Its goal is to help people to discover the arts, and to develop their talents to become world-class artists. Pyramid disrupts the social and institutional barriers that prevent them from being recognised, supported and celebrated. It does this by delivering a programme of collaborative art groups, including a programme for people with profound and multiple learning disabilities, and providing one-on-one creative support and professional development opportunities.

This is a new role at Pyramid which supports business development by focusing on fundraising and increasing public awareness of our work.

In this role, you will be responsible for generating, growing, and retaining revenues from new and existing channels (including public and private donations, fundraising events, private sector partnerships and public funding schemes). Liaising with the Director, you will identify and develop funding bids, contracts, and tenders, as well as other sources of income, to enable Pyramid to thrive and grow.

You will take responsibility for Pyramid's public profile, including social media accounts, news articles on its website and press releases, assisted by the Marketing and Communications Officer, whom you will line-manage.



Job description

Purpose of the post

- To work alongside the Director and Board of Trustees to develop and implement a revenue generation strategy which grows and diversifies Pyramid's income streams, supporter base and public profile.
- To support Pyramid's current and future financial stability by identifying and accessing a wide range of funding streams, including (but not limited to) corporate sponsorship, grants, contracts, commissions, philanthropy, and donations.
- To seek out and initiate opportunities to expand our networks, identifying and engaging with potential new projects, supporters, and influencers.
- To monitor and review Pyramid's activities in relation to income and impact, and to make recommendations for change and development where appropriate.
- To supervise and collaborate with the Marketing and Communications Officer in developing suitable content to build Pyramid's public profile, and directly support fundraising efforts by ensuring our website, social media channels and print material are kept up to date with fundraising news and activities that inspire engagement and giving.
- To provide support and insight to stakeholders in setting the future strategic direction for the organisation
- To work with the Director to prepare project budgets and spending reports.

Main tasks:

Strategic

1. Responsibility for overseeing and delivering on specific action plans / areas within plans related to business growth and development and monitoring / reporting on progress.
2. To monitor and analyse sectoral developments and changes, identifying both opportunities and risks and taking appropriate action.

Financial

3. To diversify Pyramid's revenue streams, with a focus on building unrestricted income.
4. To work with the Director to prepare budgets, cashflow forecasts and spending reports, and to present finance information to the Trustees, members, and other stakeholders as appropriate.
5. To co-write funding applications and monitoring / evaluation reports with the Director.
6. To ensure compliance with funder agreements and that contractual obligations are met.



Engagement

7. To work collaboratively with Pyramid's voluntary Fundraising Team, coordinating and supporting their activities as appropriate.
8. To ensure a strong online presence and that high-quality print information is made available for fundraising and business initiatives.

Administrative

1. To coordinate the fundraising workload of staff by developing, maintaining, and monitoring the fundraising pipeline and timelines for all sources of income.
2. To maintain accurate and comprehensive financial records and documentation relating to funding streams, and income and expenditure.
3. To monitor and report on public engagement with fundraising campaigns and strategies.

Operational

9. To make arrangements for and at fundraising events, exhibitions, and functions.
10. To line manage the Marketing and Communications Officer and be accountable for the day-to-day responsibilities of the Marketing and Communications Officer.
11. To attend and contribute to the regular meetings of staff, trustees, and sub-committees as needed.

General

4. To carry out any other duties as required, which are appropriate to the nature of the post and its level of responsibility.
5. To carry out all duties of the post in accordance with Pyramid Policies and Procedures.

Person Specification (E = Essential, D = Desirable)

Experience	E/D
<ul style="list-style-type: none"> • Proven track record in a business development or fundraising role 	E
<ul style="list-style-type: none"> • Experience of writing funding applications and/or project evaluations, or equivalent professional writing experience 	E
<ul style="list-style-type: none"> • Experience of creating marketing and/or communications materials 	E
<ul style="list-style-type: none"> • Practical experience of using Microsoft Office (or equivalent), email and the internet 	E
<ul style="list-style-type: none"> • Experience of writing or developing business / strategic development plans 	D
<ul style="list-style-type: none"> • Experience of co-production and/or working alongside people with learning disabilities 	D
<ul style="list-style-type: none"> • Experience of participation in management meetings 	D



Skills	E/D
• Ability to work unsupervised and on own initiative, planning and prioritising work schedule, and meeting deadlines	E
• Good analytical skills with the ability to identify key points from complex materials and sources	E
• Ability to present work and ideas to a wide range of stakeholders, and communicate effectively with a variety of different organisations and people	E
• Professional and friendly interpersonal and communication skills with the ability to develop and sustain strong networking relationships with a wide range of stakeholders	E
• Ability to produce visually engaging documents to a high standard of literacy and presentation	E
• Ability to use digital channels for marketing purposes, and to analyse results	E
• Excellent English language skills and the ability to write creatively and persuasively	E
• Good numeracy skills	E
• Ability to work as part of a team	E

Knowledge	E/D
• Excellent working knowledge of Microsoft Excel (or equivalent)	E
• Excellent working knowledge of using the internet for communication and research	E
• Clear understanding of fundraising, budgeting, and full cost recovery	E
• An understanding of where to access information relating to tenders, contracts, sponsorship, and trust funding	D
• Understanding of the social model of disability, and the specific challenges often experienced by people who are autistic and/or have a learning disability	D

Values and behaviours	E/D
• Outgoing disposition; confidence in dealing with people	E
• Strong commitment to the principles of equality, diversity and inclusion	E
• Looks for collective success; listens, involves, respects and learns from the contribution of others	E
• Willingness to work flexibly and to vary working hours to meet the needs of the organisation, including occasional evening work	E
• Willingness to travel for meetings and events	E
• Willingness to undertake training where required	E



General / Training	E/D
<ul style="list-style-type: none">A current <i>Safeguarding Adults Level 1</i> (or higher) certificate (must be willing to undertake training if not)	E

Notes

The employer is Pyramid of Arts Company No. 04498181, registered office 62 Barkston House, Croydon Street, Leeds LS11 9RT.

Occasional work outside of contracted hours will be required (e.g. events, training), for which there is no additional payment but time off in lieu can be taken by prior arrangement.