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| JOB TITLE: | Simmer Down Arts – Business Development Director |
| RESPONSIBLE TO: | The Board of Directors |
| LOCATION: | Zellig Building, Gibb St, Deritend, Birmingham B9 4AT |
| SALARY: | £30,000 pro rata (3 days per week) |
| HOURS: | 24 hours per week |
| TERMS: | Fixed Term Employment, subject to a six-month probationary period – 1 st April 2023 – 31 st March 2026 |

Purpose of the Role

1. Provide strategic, financial and operational leadership and closely coordinate and work with the Board of Directors and leadership team
2. To grow the organisation by developing and supporting new and existing partnerships with:
 - Funders
 - Sponsors
 - Business partners
3. Strengthen governance through processes, functions and performances
4. Liaise, report and work closely with the Board of Directors
5. Actively promote the organisation

Main Responsibilities will include:

- The delivery of and implementation of Arts Council England's Investment Principles strategy
- Plan, develop, implement and direct the organisation's operational and fiscal function and performance.
- Analyse the effects of long-term growth initiatives, planning, new strategies, and regulatory actions.
- Developing project plans, which can be used to keep a track of delivery timeframes and successfully meeting project deadlines.
- Implement, improve, and enforce policies and procedures that will increase the financial and operational effectiveness of the company.
- Communicate effectively and establish credibility throughout the organisation and with the Board of Directors as an effective developer of solutions to business challenges.

- Provide expert financial guidance and advice to others within executive leadership.
- Improve the planning and budgeting process continually by educating staff members of leadership.
- Provide strategic input and leadership on decision-making issues affecting the organisation, specifically evaluating potential mergers, acquisitions, or partnerships.
- Work with the finance team to develop a solid cash flow projection and reporting mechanism, which includes setting a minimum cash threshold to meet operating needs.
- Act as a strategic advisor and consultant offering expert advice on contracts, negotiations, or business deals SDA may enter.
- Evaluate SDA's financial, operational, and marketing structures to plan for continual improvements and a continual increase in operating efficiencies.
- Mentor and interact with staff members at all levels to foster growth and encourage development among the senior team and all staff members.

Person Specification, Essential:

- Sound knowledge and understanding Arts Council England's Let's Create and Investment Principles strategies
- Strong interpersonal and leadership skills
- Professional business acumen
- Outstanding problem-solving skills
- Excellent ability to lead and manage
- In-depth knowledge of corporate governance, finance and performance management principles
- Demonstrable experience of managing the finances in a not-for-profit organisation, including preparing accounts and annual budgets utilising financial software
- Outstanding organisational and time management skills
- Continually drive effective results
- Excellent communication and public speaking skills

- Committed to equal opportunities and diversity and have the ability to work with diverse communities.
- Ability to prioritise, plan and use own time effectively
- A proven team player with demonstrable experience in building productive working relationships.

Person Specification, Desirable:

- Educated to degree level
- Experience in fundraising for arts, cultural and heritage projects.
- Knowledge of regional and/or national artists and arts organisations.
- Event management and technical delivery skills.
- A desire to grow with the organisation as SDA expands.
- An enthusiasm for training, mentoring and supporting emerging talent.
- An enthusiasm for a variety of arts and culture.
- Good networks across Birmingham
- An understanding of Art Development Organisations