



Title	Director of Development and Operations (Maternity Cover)
Hours	Part-time 21 Hours per week
Salary	£34,000 pro-rata
Terms	Fixed term 13-month contract, subject to 3-month probationary review
Annual Leave	30 Days pro-rata (including Bank Holidays)
Overtime	Overtime will not be paid, however time off in lieu (TOIL) will be granted
Location	Manchester Jazz Festival, 151 Deansgate, Manchester M3 3WD (various offsite locations during festival time May)
Reports to	Board of Trustees
Line Manager	Chair of the Board
Responsible for	mjf core team, partners, freelance staff, suppliers and volunteers
Works with	Artistic Director, Communications Director, Executive Producer, Board of Trustees, Stakeholders

Job Description

Purpose of the job

This is a maternity cover post for a fixed term; during which mjf will celebrate its 25th Anniversary in May 2020. The role requires the delivery of an existing Business Plan, with some scope for contribution to special anniversary projects still to be defined.

The role of Director of Development and Operations is a key, senior position within the organisation reporting directly to the Board of Directors and working alongside the Artistic Director/CEO, Communications Director and Executive Producer. The primary responsibility is to drive the organisations operations and fundraising to achieve its vision and deliver on the plans set out for 2019-22.

It combines responsibilities for all streams of fundraising (trusts and foundations, individuals, corporate and special projects) day to day business operations (HR, office management, H&S, budget setting and monitoring, insurance and policies) and line management of key staff.

Working Arrangements

The contracts are offered on a fixed term employed basis covering 21 hours per week, however we are open to hear about alternative arrangements for the right candidates. It is our preference that the postholder would be based in our Manchester City Centre office for 3 (ideally consecutive) days per week.

Main duties include (but are not limited to) the following:

Fundraising and Development

To lead on the organisation's Fundraising Strategy, specifically focusing on the opportunities for outreach in the upcoming 25th anniversary year 2020, including:

- Researching and identifying key Trusts and Foundations for which our work is eligible
- Researching, writing and submitting key strategic fundraising bids, including ensuring that suitable budgets and other financial information is provided as required
- Developing existing and new corporate sponsorships within the local and national landscape
- Identify realistic and successful special campaigns for 25th anniversary year in 2020 (including crowdfunding, individual giving syndicates, Gala events etc)
- To submit mjf's funding application for funding and reporting requirements to Manchester City Council, Greater Manchester Combined Authority and other key city funders as required
- To collaborate with the AD and EP on ACE NPO and manage bids as required
- Ensuring that all funding agreement requirements are met and working with the EP to ensure that the finance, workforce and activities sections of the ACE Annual Survey are completed and submitted
- Oversee the *mjf friends* scheme
- Oversee the *mjf futures* philanthropic fund
- Researching any other ACE or Strategic Funds for which mjf may bid
- Identifying additional sources of corporate income and philanthropic donations

Strategic planning and delivery

Lead on strategic planning in collaboration with the Directorate (comprising Artistic Director (AD), Communications Director (CD) and Executive Producer (EP)), including:

- Contribute to the Business Plan, key objectives and vision in collaboration with the Directorate and Board of Trustees
- Identify, cultivate and develop critical strategic funding networks locally and nationally to support mjf's growth as an organisation and secure our profile in the national culture landscape
- Manage critical suppliers; venues, bars, festival and office infrastructure; to ensure a sustainable, ethical and cost-effective supply-chain and service pipeline
- Ensure a feasible, deliverable and sustainable fundraising model for future festivals (special project Festival 2020 – 25th Anniversary event)
- Organising the delivery of work outlined in the Operational Plan with the management team
- Working with the Board of Trustees to ensure Governance best practice
- Managing and ensuring delivery of the organisation's commitment to the Creative Case and mjf's Equality Action Plan and Environmental Sustainability Action Plan
- Actively promoting ethical business practices by seeking to engage a diverse base of staff and suppliers through equal and open opportunities
- Representing mjf at stakeholder events as required
- Attending local, regional and national strategic networks in collaboration with the Directorate
- Driving the mjf profile agenda; stakeholders and media; in line with the Strategic Vision

Finance

mjf outsources booking-keeping and financial services to the Greater Manchester Chamber of Commerce, using cloud-based financial management software Xero (for which basic training can be given). The role is required to oversee the organisation's financial records, including:

- Create and manage the annual budget, with the Finance Manager (outsourced role) and Directorate, ensuring it is up to date throughout the year

- Work with Finance Manager to create quarterly cashflow and management accounts for the Board and funders
- Sign off on invoices paid and received, specifically to ensure stable cashflow in a fluctuating funding model
- Working with our various suppliers (Payroll company, Finance Manager and Accountants) to ensure the organisation complies with our legal obligations; including partial VAT exemption, HMRC Employers Tax and NI liabilities, Pensions, Data Protection, Charities Commission and Companies House
- Being a signatory on cheques and making online payments (following successful competition of probation)

Staffing and HR

To work with the Directorate to ensure that best practice is followed, including:

- Line-manage other staff, student placements and volunteers as appropriate
- Organise and lead regular staff meetings and other managers meetings as required
- Overseeing management of all HR and staff welfare matters (personnel contracts, induction process, disciplinary and grievance procedures, training needs, appraisals) and accompanying policies
- Establish and embed good HR practice: one to one meetings, probationary reviews, appraisals (360) and exit interviews
- Support the learning and development of staff through training
- Contribute to recruitment processes, including writing job descriptions, shortlisting and interviewing
- Responsibility for keeping up to date with any upcoming changes to employment legislation and ensuring that the organisation is in compliance (e.g. pensions auto-enrolment)
- Organising the delivery of work outlined in the Operational Plan with the Directorate

Legal and contracts

To check and advise on all key contracts that the organisation enters into, including:

- Signing off on all contracts working with Directorate and taking legal advice as appropriate
- Drafting partnership agreements as required
- Liaising with insurers to ensure that adequate cover is in place across all areas
- Overseeing all Health and Safety requirements for the organisation, including developing and reviewing the Policy and Procedures annually, ensuring that relevant Risk Assessments are undertaken

General Director's Responsibilities

- To act as an active advocate of mjf, in public and towards audiences, funders and media ensuring good PR and external relationships wherever they occur
- To contribute towards mjf's Business Plan, supporting growth and income generation
- To adhere to financial systems
- To contribute to mjf's Communications Strategy where appropriate
- To support mjf's commitment to its Single Equality and Environmental Sustainability Action Plans
- To identify and undertake relevant training and development opportunities
- To maintain positive ongoing relationships with trustees and utilise their skills accordingly
- To cultivate potential new trustees
- To actively contribute to income generation by being receptive to development opportunities

- To ensure that any materials produced are of a high standard and accurate before being released to the public or a third party
- To comply with and implement all organisational policies as determined by the board
- To remain aware of and up to date with mjf's obligations as a charity
- To meet all ethical codes of the organisation

Essential skills and qualities

- Solid professional background in general, operational or business management
- Excellent knowledge of the arts funding system
- Solid pitching, bid writing and report writing skills
- Critical understanding of the non-for-profit, funded arts and culture sector
- Evidenced understanding of budgeting and financial management
- Solid sector, funding and business networks
- Excellent organisational skills and attention to detail
- Strong business planning and strategic skills to contribute to evolution of the festival
- Thorough, yet balanced approach to managing artistic and business risk
- Ability to prioritise workload, work under pressure and to tight deadlines
- Ability to work within a small team in an autonomous and cooperative manner
- Ability to deal with a wide range of people in a confident and friendly manner
- Confident and proficient leader
- Passion for music and the arts in general
- Good public speaking skills
- Good sense of humour, tact, confidentiality, diplomacy and personal integrity
- Solid IT skills (including Microsoft Office)
- Good copywriting and proofreading skills
- Readiness to contribute to other jobs as required
- Flexibility to work evenings and weekends, including long and unsociable hours

Desirable skills and qualities

- Full Driving Licence
- Some knowledge of live music promotion/events/arts organisations
- Strong interest in the arts and music in particular
- Experience of Xero finance system (training can be given)

Key dates

Deadline to apply: **Thursday 21 February 2019 at 12 noon**

Interviews (tbc): **Monday 4 and Tuesday 5 March 2019**

Start dates: **latest w/c 10 June 2019**

How to apply

To apply, please email using **Director of Development and Operations_Your Name** in the subject line, attaching a **CV and a supporting statement of no more than 500 words** detailing your relevant experience and your approach to this role to festival@manchesterjazz.com.

Please also provide **at least two referees**, marking clearly whether we may contact them in advance of interview or appointment.

Equal Opportunities

We actively encourage diversity in our workplaces and welcome candidates from a broad range of backgrounds.