

**SCOTLAND'S
NATIONAL
CENTRE
FOR DANCE.**



Development Manager



Information for Applicants November 2023

DANCEBASE.CO.UK

Dance Base Scotland is on a mission to get more people dancing. The organisation exists to encourage and celebrate the potential for dance in everyone.

As Scotland's National Centre for Dance, we want to see people across Scotland engaging in dance as an art form, a way to exercise and a way of life. We support Scottish dance artists to develop successful careers and we develop opportunities for dance to be used in public health settings to improve people's wellbeing. We're international in outlook, ensuring that Scottish dance is globally connected.

Dance Base supports work across Scotland from our purpose-built premises in the heart of Edinburgh's Old Town. The centre caters for dancers of all ages and abilities, providing an accessible programme of activities that offers a diverse public a non-competitive, sociable and enjoyable way to keep physically fit and develop new creative skills. Our world-class studios provide dancers with excellent facilities and an inspiring environment in which to dance.

We receive core funding through Creative Scotland and the City of Edinburgh Council, bring in revenue through our public class programme and private hires and work with a range of trusts, foundations, and individual donors to support our activity across the country.

Dance Base delivers activity in three areas:

Our **public programme** gives the people of Edinburgh and Scotland access to the joy of dance in all its forms, in an inclusive and non-competitive environment. In our Edinburgh centre and beyond we deliver over 60 classes throughout the year, including: creative dance for preschool, hip hop and street dance, Cuban salsa, ballet, tap, contemporary, tango, ballroom and Egyptian belly dance – to name just a few.

Our **professional programme** supports the development of a diverse and talented range of dance artists in Scotland, connected with the world but able to make a career in this country. We deliver this through classes, workshops, residencies and performance opportunities, including a Fringe Festival platform. We support a youth dance company and one aimed at older dancers. We build networks, help to set standards for good practice and advocate on behalf of the sector where appropriate.

Our **health, wellbeing and engagement programme** explores how dance can support individual and community health and wellbeing, and how we can get more people dancing. We work across sectors to develop community projects with dance at the heart, like dance classes for people living with Parkinson's and dance in care and hospital settings.

About the role

The Development Manager is responsible for delivering the fundraising strategy, raising income from a range of sources including individuals, trusts, corporates and statutory funders.

Background

Dance Base, Scotland's National Centre for Dance is based in an award-winning building on Edinburgh's Grassmarket. For over twenty years the building has supported professional dance artists and provided opportunities for people to enjoy the physical and mental wellbeing benefits that dance can bring.

Dance Base's financial model combines government and public sector investment, revenue generating class activity, and fundraising from individuals, trusts and corporates.

In early 2023 the organisation took the difficult action required to run a balanced budget and retain reserves given the realities of the cost crises faced.

With the support of a fundraising consultant, we have now put in place a sustainable and strategic plan to build fundraising and establish a strong foundation for sustainable and growth-oriented fundraising. We are seeking a permanent fundraiser to drive forward this plan.

The opportunity

The Development Manager role is a new full-time and permanent post created to build our fundraising function from the foundations that have been laid in recent months.

The postholder will deliver the fundraising strategy to raise income across individual giving, trusts, corporates and statutory funders, with support from the Chief Executive and other key members of the staff team and board.

Mentoring support will also be provided by our fundraising consultant in the first 12 months of the post, to support any skills development and training requirements, and to ensure a smooth operational transition from the consultancy project.

Access to external training and professional development opportunities will be provided wherever possible, including an individual membership to the Chartered Institute of Fundraising.

This is an exceptional opportunity for a fundraiser to build and grow development function within a well-established organisation and with a unique package of professional development support.

Main Responsibilities

Individual Giving

- Manage and develop our Sundancer patrons programme, including delivering all benefits, building relationships with existing supports and cultivating new relationships with prospects.
- Develop and launch a Legacies campaign, including developing appropriate messaging and building a stewardship programme for pledged legacy donors.
- In collaboration with the marketing team, develop, launch and deliver a new membership programme with attractive benefits to build our supporter base.
- Identify new potential prospects across all income streams, approaching and cultivating these relationships to bring in new income.
- In collaboration with the marketing team, develop and deliver a communications plan to support all individual giving at Dance Base.

Trusts & Foundations

- Research and develop a strong pipeline of trust/foundation funders for regular review.
- With the support of the wider team, submit applications for grants to support core and project costs across a range of Dance Base activity.
- Build relationships with larger trust/foundation funders with a view to seeking significant and transformational grants in the future.
- With the support of the wider team, deliver all acknowledgement and reporting requirements for existing trust/foundation funders.

Corporate Fundraising

- Research and develop a pipeline of potential corporate supporters.
- Develop the corporate offer at Dance Base including in-kind opportunities, events-based partnerships, employee engagement, community partnerships and brand partnerships.
- Develop proposal documents to support the acquisition of new corporate supporters across a range of projects and activities.
- Deliver all account management requirements for corporate supporters.

Statutory & Public Funding

- Research new potential funding options in the public sector.
 - Support the Chief Executive with public funding applications, including Creative Scotland and City of Edinburgh Council, among others.
 - Support the Chief Executive with reporting requirements for public funders.
 - Manage a small portfolio of other public funding applications including diplomatic, governmental, local authority and other public funding bodies.
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Finance & Administration

- Work alongside the Finance team to record all development income using Xero, including tracking against targets and financial reporting.
- Manage all development-related expenditure, tracking costs against budgets.
- Develop systems and processes as required to support the administration of all income streams, including database management for individuals, trusts and companies.
- In collaboration with the Chief Executive, review and update the Development Strategy and develop tactical implementation plans for each income stream.
- In collaboration with the Chief Executive, set annual budgets and targets for development.
- Produce update reports on fundraising activity for board meetings.

Events & Special Projects

- Devise and deliver a creative annual programme of stakeholder events to cultivate and steward development relationships across a range of stakeholders and funders.
- With the support of the wider staff team, deliver development events to meet Sundancer requirements, build new relationships and deliver agreed corporate partnership benefits.
- With the support of the Artistic Director and Chief Executive, explore opportunities for special projects to enhance development activity at Dance Base.

There are no line management responsibilities. The Development Manager will report to the Chief Executive and work closely with the Artistic Director, leadership team and Board members.

Skills and experience

We are looking for a confident and dedicated fundraiser with a proactive approach to seeking income and developing relationships to their full potential.

Essential

- Strong relationship-building skills with stakeholders and funders from a range of backgrounds.
- Experience collaborating across a team to meet shared goals.
- Excellent written and verbal communication skills.
- Highly organised with meticulous attention to detail.
- Ability to prioritise workload effectively.

Desirable

- Fundraising experience, particularly with individuals and/or trusts.
- Experience developing effective administrative systems and processes.
- Experience using a relational CRM database.
- Experience of working within the arts.
- A knowledge of and passion for dance.
- Experience of financial management.
- Creative and collaborative approach to problem solving.

Terms and conditions

Contractual Hours: 35 hours (5 days) per week excluding lunchbreaks

Salary: £33,500 per annum

Overtime: No overtime is payable but will be given as Time off in Lieu, in line with Dance Base's toil policy

Contract: Permanent with a three-month probation

Holidays: 28 days paid holiday per year including usual public holidays in Scotland, although it is not mandatory to take leave on these days, plus 7 days to be used when the office is closed over Christmas and New Year.

Place of work: You will be required to work part of the week from the office in Edinburgh, but days/commitment can be agreed with the Chief Executive.

Flexible Working

We are always happy to discuss solutions that allow people to balance their working lives with their responsibilities outwith work. In discussion with your line manager when you sign your contract, you may discuss flexible working options that would support you to do the job; these include:

- A blend between home and office working.
- Compressed Hours (e.g., full-time hours condensed into a shorter week).
- Job Shares (where Dance Base would appoint a second part-time Development Manager).
- Flexible working hours. Employee should agree with their line manager any fixed and/or core hours of work needed to fulfil the role, allowing flexibility on when work is done beyond that.

How to apply

To apply for this position, please

1. Complete the application form, save in a digital format and send via email to: recruitment@dancebase.co.uk with your name and “DM23” in the subject line.

OR

Record an audio or video application form. The recording should be no longer than 5 minutes and must answer all the questions in the application form. Please save the file in a digital format (e.g. MP3, MP4, WVI, MOV) send via email to: recruitment@dancebase.co.uk with your name and “DM23” in the subject line. If you have any questions about completing a digital application form, please contact us.

2. Complete the Equal Opportunity form [here](#).

If you require the application form, equal opportunity form or job description in a different format (eg. printed, large print, plain text etc.) or if you have any other access needs, please do get in touch and we will do our best to accommodate these. Please contact recruitment@dancebase.co.uk.

The closing date for applications is Wednesday 29 November at 5pm. Interviews will be held on the mornings of Tuesday 5 and Wednesday 6 December.

Please note, CVs will not be accepted.

Dance Base welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

As a Disability Confident Employer, Dance Base guarantees an interview to anyone with a disability who meets the essential criteria for the job.

We are a PiPA (Parents and Carers in Performing Arts) partner. PiPA enables and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce.

We look forward to receiving your application and thank you for your interest in Dance Base.