

# RECRUITMENT PACK

Development Manager (Part-Time 4 days p/w)  
April 2025



# HOME

# WELCOME

## Thank you for your interest in the role of Development Manager (part time) at HOME.

HOME is Greater Manchester's vibrant cross art form centre. We commission, create and present contemporary theatre, visual art and film and provide a space for experimentation where art forms meet and interconnect. HOME's programming is political, international and experimental.

HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester, operated by Greater Manchester Arts Centre (GMAC). Since opening, we have welcomed over 4 million visitors and contributed over £101 million to the Greater Manchester economy.

We became one of the few UK organisations to produce new work across theatre, visual art and cinema, achieving local, national and international artistic recognition.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m<sup>2</sup> contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
- In the communities of Manchester

HOME's Development team fundraises more than £850k each year from diverse sources including BFI and Greater Manchester Combined Authority to help deliver this activity, in addition to funding from Manchester City Council and Arts Council England.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact [recruitment@homemcr.org](mailto:recruitment@homemcr.org).

# OUR VISION & MISSION

**WHAT WE'RE HERE FOR**  
We're an open and social space for the curious from all of our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

**WHERE WE WANT TO BE**  
We want to be central to making Manchester a major city celebrated for its distinctive art – art that enriches the lives and life chances of its people – and a magnet for artists and creatives from all over the UK.

**WHAT MAKES US TICK**

- We are conscientious
- We are considerate
- We are collaborative
- We are creative
- We are curious

## STRATEGIC OBJECTIVES

We're here to share exciting, entertaining and thought-provoking stories with the people of our city and beyond

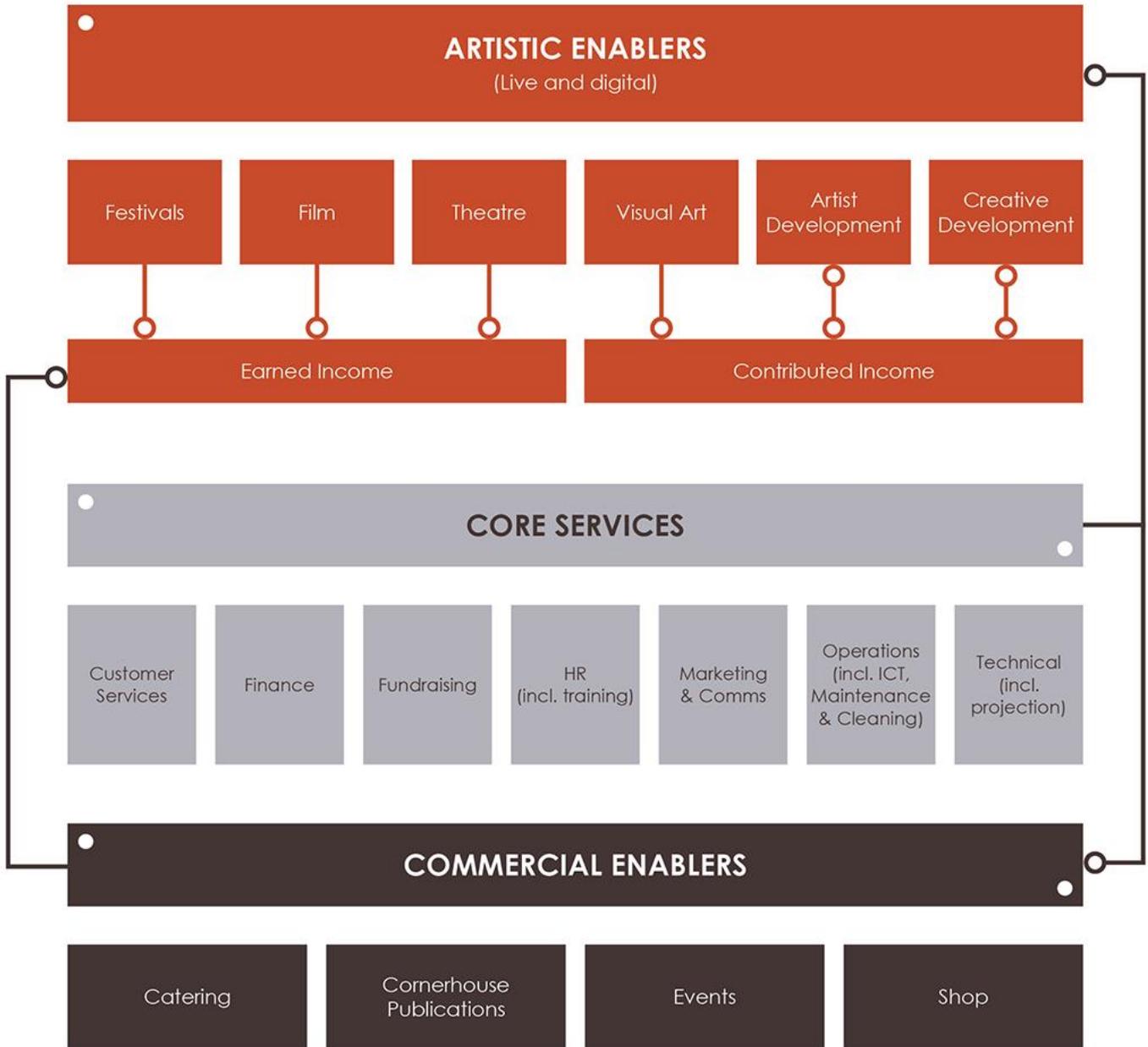
We're here to nurture creativity

We're here to develop and make our team feel valued

We're here to tackle inequality

We're here to protect the planet

# HOW WE WORK





## Equality at HOME

**HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.**

We want our workforce to reflect the diverse communities of Greater Manchester and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



# THE ROLE

We are seeking a driven, organised and creative individual to join our team and play a vital role in reaching our targets, expanding our donor base, and embedding fundraising within the organisation. You will take the lead in building a pipeline of potential supporters across corporates and individuals, create high impact proposals, deliver pitches face to face with donors, and build long-term meaningful relationships, working towards a personal income target.

You will have excellent relationship building skills and experience securing income from at least one of the following: individuals, companies or grant-makers, or strong transferable skills. You will be a skilled communicator with the ability to forge meaningful relationships with a wide range of people, and able to communicate clearly and persuasively.

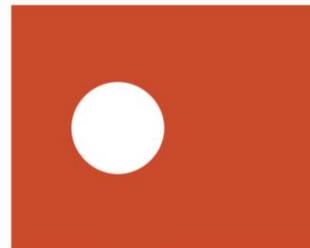
This is a great opportunity for a motivated and imaginative fundraiser to make a real impact and join a respected and successful fundraising team at a pivotal and exciting time.

## The Team

The postholder will be joining an ambitious and dedicated fundraising team of four, generating more than £850k to support HOME every year. The Development team's aim is to engage with and inspire donors to support a range of activities including our high-quality public programme, artist development programmes, and creative engagement work: widening access to the arts and supporting Manchester's next generation of creative talent.

In January 2025, we opened HOME Arches, an exciting new talent development hub for Manchester's artistic community situated in the railway arches between HOME and Whitworth Street West. This will create an exciting new driver for donors and be a major focus of the development team's work.

Working closely with other departments at HOME the Development team contributes to a dynamic artistic and creative programme that enables **everyone** to access high quality culture and explore their own creativity.



# KEY INFORMATION

<b>Salary</b>	£36,200 per annum, pro rata dependent on experience
<b>Contract</b>	Permanent, part-time 0.8 FTE (4 days p/w)
<b>Hours of work</b>	32 hours, including 1 hour lunch break. Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked, with your Line Manager's agreement.
<b>Place of work</b>	HOME's offices are at 2 Tony Wilson Place, M15 4FN
<b>Holidays</b>	25 days per annum plus statutory holidays (pro rata)
<b>Pension</b>	GMAC Ltd operates a company pension scheme with a 3% company contribution, available to all staff
<b>Other benefits</b>	Discounted cinema and theatre tickets Employee Assistance Programme Family friendly and menopause friendly policies Access to training and professional development Cycle to work and Tech scheme Option to purchase up to one additional week annual leave pa (pro rata)
<b>Probationary period</b>	6 months
<b>Notice period</b>	1 month during probationary period, 3 months thereafter

# JOB DESCRIPTION

## Purpose

Every year, the Development Team generates over £850,000 income to support HOME, inspiring donors to support a range of activities including our high-quality public programme, artist development programmes, widening access to the arts and supporting Manchester's next generation of creative talent.

As Development Manager, you will establish and develop productive working relationships with mid and major funders across a range of sources towards a personal income target. You will develop strategies to achieve growth and work closely with the Development Assistant and wider team to deliver these.

<b>Team</b>	Development
<b>Reports to</b>	Development Director
<b>Direct report</b>	Development Assistant
<b>Working closely with</b>	Development Officer

## Main duties

### Individuals and companies

- Create and deliver plans to engage potential supporters that ensure long-term engagement and support, with particular focus on building long-term unrestricted income
- Identify potential new and repeat supporters through independent research and conversations with Trustees and advocates
- Manage a portfolio of existing supporter relationships, ensuring the highest quality of engagement for donors, and to identify opportunities for renewal or increased support
- Ensure that all funding and sponsorship reporting requirements are met in a timely and professional manner
- Create engaging and effective communications (proposals, campaigns, applications, pitches etc)
- Carry out in-depth prospect research to support approaches; gather data on HOME's achievements, impact and output to support bids and proposals
- Identify and research new fundraising opportunities for HOME both regionally and nationally; collaborate with other HOME departments to identify funding needs and opportunities
- Work closely with the Development Director to ensure a consistent and well-presented message on financial need and opportunities for support
- Support the servicing of public sector partners where required (BFI, GMCA, Manchester City Council, Arts Council England)

## Management and process

- Line management of the Development Assistant,
- To represent the Development team at regular meetings with HOME's wider staff team (including programming, creative engagement, artist development)
- Contribute to fortnightly pipeline management meetings with the Development team
- Maintain excellent records relating to donor relationships and prepare information for internal reports including board reports as required

## Additional duties

- To be an advocate and ambassador for HOME
- Keep up to date with developments in fundraising, particularly regulatory requirements, and work with the Development Director to ensure best practice is implemented across the Development team's work
- Adhere to all HOME policies
- Work evenings and weekends as appropriate, for which TOIL is to be agreed in advance with the Development Director
- Undertake national and international travel as required

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

# PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Experience</b>	<p>Proven ability to build, manage and develop effective donor/client relationships. This includes the ability to successfully negotiate with others to achieve desired outcomes</p> <p>Demonstrable track record of success in securing five-figure gifts (including planning, securing and stewardship), or clear transferable skills</p> <p>Proven ability to deliver income against agreed targets</p>	<p>Experience of:</p> <ul style="list-style-type: none"> <li>-fundraising in the cultural, arts or heritage sector</li> <li>-fundraising from individual major donors</li> <li>-capital fundraising</li> </ul>
<b>Skills and Knowledge</b>	<p>Excellent interpersonal skills, with the ability to build rapport, and influence and persuade</p> <p>Strong written communication skills, with the ability to write clearly and persuasively</p> <p>Knowledge of the fundraising marketplace and current trends across the sector</p> <p>Excellent organisational skills with the ability to plan as a team, whilst also working independently to deadline</p> <p>Ability to record, interpret, analyse and present financial data clearly and accurately</p> <p>Proficient in Microsoft applications and experience of working with databases</p>	<p>Commitment to, and interest in, the arts</p> <p>Understanding of VAT and Gift Aid</p> <p>Understanding of GDPR policies and procedures</p> <p>Experience working with Spektrix</p>
<b>Other requirements</b>	<p>Ability to understand and communicate HOME's work and mission</p> <p>Confident, diplomatic with a clear sense of integrity</p> <p>Flexibility and ability to work evenings and weekends as required</p> <p>Able to handle sensitive information with confidentiality</p>	

# HOW TO APPLY

We're interested in meeting a broad range of fundraisers in appointing this role, so if you are unsure whether to apply, or have any questions about the role, team or organisation, we encourage you to get in touch with Development Director Alex Jones for an informal conversation at [alex.jones@homemcr.org](mailto:alex.jones@homemcr.org).

The deadline for applications is **Tuesday 3 June 2025, 10am**

Application format: submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. Please ensure you provide examples of how you meet the essential criteria within the Person Specification for this role in your supporting statement.

Email your CV and supporting statement to [recruitment@homemcr.org](mailto:recruitment@homemcr.org) and complete the [Equal Opportunities Form](#) to apply.

We will interview all candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email [recruitment@homemcr.org](mailto:recruitment@homemcr.org) if you have any questions related to support requirements.

**Interviews will take place on Wednesday 11 June 2025 (Round 1) and Tuesday 17 June 2025 (Round 2).**

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

**Please note.** Due to the high volume of applications, we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview.

**Thank you for your interest in this post.**



FUNDED BY



FOUNDING SUPPORTERS



HOME is a trading name of Greater Manchester Arts Centre Ltd, a company limited by guarantee, registered in England and Wales No 1681278. Registered office 2 Tony Wilson Place, Manchester, M15 4FN Charity No: 514719.