



JOB INFORMATION | CORPORATE DEVELOPMENT MANAGER

Salary: Dependent on Experience

Contract Type: Permanent



London 1666 David Best in collaboration with Artichoke 4 September 2016

1. Artichoke Background

Artichoke was founded in 2006 with its now legendary presentation of Royal de Luxe's *The Sultan's Elephant*, which brought London to a standstill as audiences were transfixed by the surprise arrival of a giant puppet and a time-travelling elephant. The production brought joy to hundreds of thousands of people as they explored the capital, turned into a playground, magically liberated from its day-to-day traffic clogged restrictions. The production challenged the political arts establishment to rethink its largely venue-based approach to large cultural events and demonstrated the potential for the temporary transformation of the public realm through the creation of a moment of extraordinary art.

Over the last 12 years Artichoke has produced a total of 16 ground-breaking productions ranging from *One & Other*, Antony Gormley's 2400-hour living portrait on the Fourth Plinth in Trafalgar Square; *Peace Camp*, a lyrical set of installations created by Deborah Warner and Fiona Shaw for the London 2012 Festival, to the *Lumiere Festivals* produced in Durham,



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Derry-Londonderry and London. Lumiere has become a core feature of the cultural landscape and has sent the benchmark for outdoor city-wide winter arts events.

“What was it that made Londoners leave their homes and tourists their hotels during the city’s coldest four nights in years and, as many spontaneously did, lie face up on the freezing tarmac of Oxford Circus? Light is one answer. Art, another. For those four days the art scene in London was transformed.” John Nathan, The Times on London Lumiere 2016

In September 2016 Artichoke produced London’s Burning, a four-day festival of arts and ideas, to commemorate the 350th anniversary of the Great Fire of London. Across the City of London six international works invited audiences to reflect on the scale and impact of the historical fire, whilst also considering contemporary threats to London’s survival. At the centre of the festival was London 1666, an extraordinary sculptural representation of the sixteenth century skyline of London. Conceived by American artist David Best, the sculpture was built by a team of young Londoners who worked with professional carpenters to realize the artist’s vision. Floated down the Thames on barges, the 120m sculpture was burnt on the river in central London in a spectacular reminder of the events of 4th September 1666.

Most recently, Artichoke produced PROCESSIONS, commissioned by 14-18 NOW, to mark 100 years since the first women got the vote in the UK. On Sunday 10th June, tens of thousands of women and girls* wearing green, white or violet, walked in bands of colour through the streets of Belfast, Cardiff, Edinburgh and London, to make a living portrait of women in the 21st century. Many were carrying hand-crafted banners, made in the preceding months as part of a nationwide creative programme which commissioned 100 women artists to work with community groups up and down the country.

2. The Role

Artichoke is seeking a Corporate Development Manager to join its award-winning fundraising team. The successful post holder will be responsible for delivering an ambitious sponsor recruitment strategy to fund Artichoke’s upcoming projects.

The candidate will be part of a busy yet supportive fundraising team of seven, working closely with the Development Director and one other Corporate Development Manager.

This post will suit an individual who is target driven with the ability to stay motivated in a competitive fundraising landscape. You will need to be a creative thinker who is comfortable working with a range of individuals from Artichoke’s Production and Communications teams, to artists, and project stakeholders, in order to devise and implement unique sponsor partnerships.

Ideally you will have three years’ experience in a corporate fundraising role, or have transferable experience from a different sector.

3. Company structure

Artichoke is a charity, funded as a National Portfolio Organisation by Arts Council England. Under the guidance of the Board chaired by Peter Freeman, Helen Marriage, Artichoke’s



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founding artistic director, leads the organisation. The permanent staff team of 17 is divided across the core departments of Production; Development; Communications and Administration. The core staff devote their time to delivering the programme of large-scale projects initiated by the Artistic Director.

The capacity of the organisation, and the production team in particular, is greatly increased in the period leading up to productions with specialist contractors and freelance staff employed to manage the detailed event planning and technical logistics required by Artichoke's events.

4. How to apply

Please read the information in the job description and person specification on the following pages.

The Job Description and application form may be downloaded from:
http://www.artichoke.uk.com/about/job_vacancies

Please send your completed application by email to: recruitment@artichoke.uk.com addressed to Ma-ayan Plane, with 'Corporate Development Manager' in the subject heading.

Closing date for applications: 9am Monday 10th September 2018

Interview dates: Thursday 13th September 2018

Start date: Depending on notice period, mid-September.

Artichoke is an equal opportunities employer. We welcome applications from all groups, especially those currently underrepresented in the arts sector and actively encourage those from diverse backgrounds to apply.

ARTICHOKE CORPORATE DEVELOPMENT MANAGER | JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Corporate Development Manager
Based:	London. Currently E1. Some travel around the UK will be required.
Reports To:	Development Director
Responsible for:	Development Intern
Key Relationships:	Deputy Development Director, Development team, Artichoke Directors, Producers, Artists and core staff; Artichoke funders and donors, project stakeholders.

The Corporate Development Manager is responsible for meeting targets and securing funds from a variety of sources and developing relationships with funders. Artichoke raises £2.5-3 million per year from businesses, trusts and foundations and donations. This role requires a candidate with extensive experience of fundraising/business development within the corporate sector, who can work on securing funding for Artichoke's upcoming projects, including an exciting new project as part of Galway 2020.

Key responsibilities

As agreed with the Development Director:

- Making initial telephone enquiries and securing meetings with potential funders, ensuring a co-ordinated approach with the rest of the Development team;
- Overseeing the research of potential sources of funding with the support of the Department Intern, providing guidance where needed;
- Drafting and presenting inspiring and innovative proposals to companies to secure funding for Artichoke projects;
- Ensuring that all sponsor benefits reflect the resources available, liaising with the wider Artichoke team where necessary;
- Negotiating and preparing sponsorship agreements, ensuring that all benefits can be realistically delivered in the timeframe agreed;
- Ensuring the prompt processing of invoices, and accurate recordings of incoming funds;
- Using existing contacts and experience to approach new sources of support;

- Liaising with funders, the communications department, and the wider organisation to ensure the delivery of benefits to sponsors;
- Attending weekly Planning meetings and providing updates on all prospects;
- Feeding into guest lists in preparation for all Development events;
- Attending Artichoke events and relevant external industry events;
- Adhering to departmental and company procedures (including GDPR) to ensure the accuracy and upkeep of company database Salesforce, and maintaining paper and electronic filing systems for sponsors;
- Ensuring the company continues to adhere to current fundraising best practice by attending seminars and conferences as required;
- Keeping up to date with the arts and fundraising sectors, researching new ideas and opportunities;
- Deputising for senior colleagues as appropriate.

PERSON SPECIFICATION

Experience

- Minimum experience of three years working in a similar Corporate Development Manager or Business Development role
- Previous experience of working with sponsors and proven ability to build and develop relationships with sponsors
- Previous experience of cold calling and pitching for new business
- Previous experience of working in the charity or not-for-profit sector

Skills

- Impeccable written and verbal communication skills
- Attentive to detail
- Excellent presentation and negotiation skills
- Proven ability to meet targets and work to tight deadlines
- Good timekeeping and management skills
- Excellent computer and database skills – Salesforce, Excel, PowerPoint

Qualities

- Comfortable working within a high-pressured environment
- Highly organised with a flexible approach to work
- Ability to manage own workload and stay motivated
- Team player who encourages team success
- Target-driven

- Enjoys networking and meeting a variety of people

Desirable

- Knowledge of InDesign
- An understanding and awareness of working on arts events
- Line management experience
- Ability to speak a second European language
- Previous experience of working with a brand or marketing agency

General requirements required of all Artichoke staff

- To contribute to the development of a professional working and learning environment within the organisation
- To contribute to the organisation's understanding of diversity and its implications for the arts and to ensure that this understanding informs all the organisation's activities
- To ensure adherence to the organisation's policies and procedures with particular reference to equal opportunities; health and safety and children and vulnerable adults
- To work in a flexible manner in line with the organisation's corporate objectives and role and to be willing to undertake other duties as reasonably requested
- To provide excellent customer care in dealings with the public
- To deputise for senior colleagues as appropriate
- The ability and willingness to work flexible hours and to travel as required

This job description is not exhaustive and the post holder may be required to undertake other such duties from time to time.

Summary and benefits

Salary:

Depending on experience

Contract:

Permanent contract

Annual leave:

25 days per annum. You will also be entitled to Bank Holidays.

Probationary Period:

3 months

Notice period:

3 months' notice period (two weeks during probationary period)

Location:

The post is based in Artichoke's offices, currently in London E1.

Hours of work:

Hours of work will inevitably vary according to the nature of the workload, but generally will be a minimum of 35 hours per week, Monday – Friday, 10:00am – 6:00pm. Additional hours may occasionally be required as necessary for the successful performance of the job, but overtime or time off in lieu will not be given.

Benefits:

- 1. Pension:** Artichoke is enrolled in a pension scheme with Standard Life. Upon 3 months service payments of 3% can be made into your pension if matched by an equal contribution from yourself.
- 2. Childcare vouchers:** Artichoke is enrolled in a childcare scheme, where employees can sacrifice a portion of their salary in exchange for childcare vouchers.
- 3. Income protection scheme:** Artichoke has an Income protection insurance policy to help if you cannot work because you are ill or injured.

Artichoke is an equal opportunities employer.