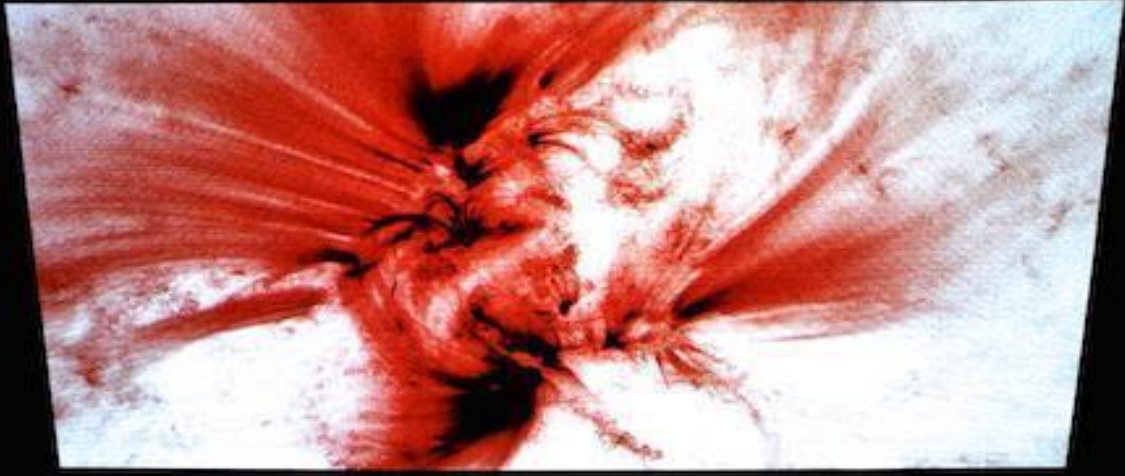
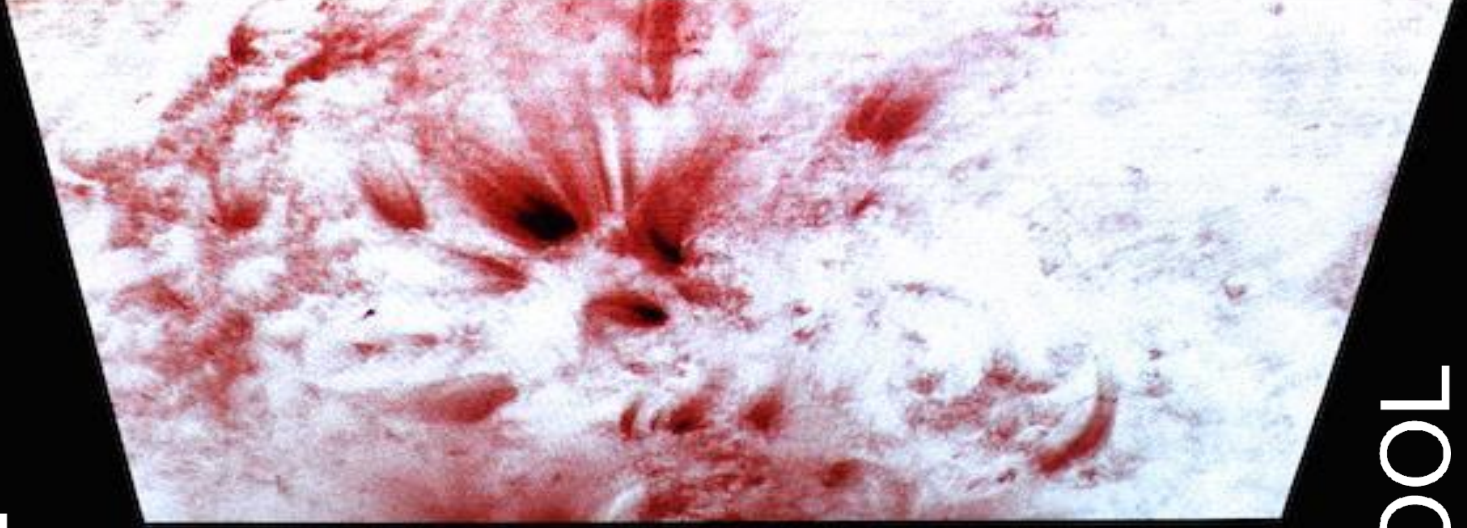


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FACT Liverpool is the UK's leading organisation for the support and exhibition of art and film that explores new media and digital culture. The award-winning FACT centre opened in 2003 in the Ropewalks area of Liverpool, a hub for independent shops, restaurants, bars, nightlife and galleries. The FACT centre houses three art galleries, four cinema screens, a lab for learning and experimentation, a cafe, and a bar. Each year we welcome 250,000 visitors to our building, and collaborate with over 10,000 adults and young people through our Learning Programme, which we deliver in partnership with schools and community organisations across the Liverpool City Region.

♥ MISSION STATEMENT

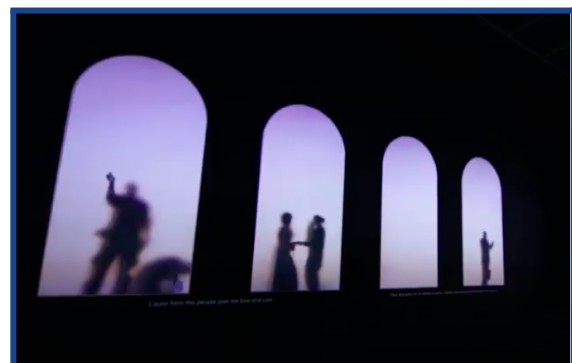
Our mission is to enrich lives and shape the future through Film, Art and Creative Technology.

💡 INSPIRE AND BE INSPIRED

We inspire, support and collaborate with a diverse new generation of artists, film-makers, creative makers and critical thinkers, to enable emerging talent and young people to gain confidence, skills, experience and understandings of the world. Our talent and skills development opportunities enable young people and emerging creative professionals to defy the ordinary.

🧠 RETHINK, RESHAPE, TRANSFORM

We provide a world-class artistic programme of contemporary art that engages with science and digital technologies. Each year, we commission and produce artworks, exhibitions, projects and events that bring people together, physically and virtually, from all over the world.



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TEAM

We are a friendly hard-working team of 30-40 staff from differing backgrounds and experience levels, who share a passion for film, art and technology. As a place where people, art and technology meet, we value all those who are part of and share our story - the staff, the artists, and our visitors. FACT Liverpool is structured into teams who work collectively to deliver memorable experiences for our audiences:

- ❖ Director's Office
- ❖ Programme (Exhibitions, Learning & Studio/Lab)
- ❖ Marketing & Communications
- ❖ Development
- ❖ Operations & Visitor Services
- ❖ Finance



FACT Highlights: Film, Art and Creativ...



ENVIRONMENTAL SUSTAINABILITY

We are committed to becoming a carbon neutral organisation by the end of 2022



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BENEFITS AND PERKS

- ★ Company pension scheme
- ★ Private health, dental & optical cover
- ★ 24/7 telephone employee assistance
- ★ Training and development
- ★ Cycle to work scheme
- ★ Travel pass discounts
- ★ Wellbeing programme
- ★ Staff social events



EVERYONE IS WELCOME

FACT cares about diversity in the workplace and sector. We welcome applications from people of all backgrounds and particularly from candidates who have Black, Asian or Global Ethnic Majority heritage, who identify as disabled, LGBTQIA+, and/or who are from lower socio-economic backgrounds. You can read our policy for Equality, Diversity and Inclusion on our website fact.co.uk/edi



FACT does not have a sponsoring organisation status for work visas.



If you require assistance or adjustments made during the application process, please contact recruitment@fact.co.uk

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JOB DESCRIPTION

FACT

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Job Title:	Head of Development
Department:	Development
Reporting to:	Director/CEO
Responsible for:	Development Officer
Location:	FACT Liverpool, 88 Wood Street, Liverpool L1 4DQ
Salary:	£32,000 - 34,000 per annum (pro rata if part-time), depending on experience
Hours of Work:	21-35 hours per week (0.6 -1 FTE). Days and hours can be flexible. Occasional evening and weekend work may be required. Overtime is not paid, but overtime is expected to be managed within flexitime arrangements or through time off in lieu arrangements.
Holiday Entitlement:	31 days including bank holidays rising to 33 after two years' service.
Pension:	After 12 weeks' permanent employment, FACT will auto-enrol you onto the Company Pension Scheme.
Other Benefits:	24/7 telephone employee assistance support service, training and development programme, private medical cover, social activities and cycle to work scheme.
Contract:	Permanent contract
Probationary period:	This post is subject to a six-month probationary period.
Key application dates:	Application deadline: Sunday, 7 August, 2022, 23:59 Interviews: week commencing 16 August 2022
How to apply:	FACT is an equal opportunities employer and welcomes applications from people of all backgrounds. To apply, please complete the following two forms: <ul style="list-style-type: none">• application form and upload your CV and Cover Letter (maximum of 2 pages each)• confidential Equal Opportunities Survey Please label attached files as: Your Name_CV/CoverLetter_Job Title



Purpose of post

Working closely with the Director/CEO, the Head of Development will provide strategic and operational leadership of FACT Liverpool's fundraising.

This key role is focused on developing and implementing a fundraising strategy to maximise fundraising from statutory funders, trusts and foundations, individuals and businesses, including for capital developments. The postholder will be responsible for nurturing and managing stakeholders including Arts Council England, local government and other public funding distributors, trusts and foundations, European Commission, and other international bodies, businesses, and research and consortium partners.

The Head of Development will coordinate and manage all bid writing and fundraising across the organisation, working with key staff. They will work closely with the leadership team to develop, implement and manage initiatives to maximise both contributed and earned income from a range of sources.

Key Responsibilities

- Lead and manage all fundraising activity across the organisation, ensuring that colleagues are alerted to relevant opportunities in their areas and working with them to develop and maintain effective relationships with funders, donors and partners in a proactive and methodical manner.
- Lead on key funder relationships, including leading on the preparation of annual or 3-4 yearly applications to Arts Council England and Liverpool City Council.
- Lead the planning and delivery of new fundraising and income generating events and projects and ensure that the organisation adheres to internal and external bid-writing, application, tendering, monitoring and reporting timeframes and processes.
- Support colleagues to draft correspondence and documentation, such as reports, briefings, applications, tenders, presentations or other communication items to support development activity.
- Design and implement systems to identify and assess relevant opportunities.
- Responsible for monitoring the organisation's Key Performance Indicators (as laid out in our business plan and funding applications) and reporting our performance to Arts Council England and Liverpool City Council.
- Ensure fundraising activity is produced, filed and archived in a systematic and efficient way, for all research, bids, tenders, contracts, reports and other records relating to fundraising.
- Manage the Development Team and oversee the procurement and management of external personnel, enabling a flexible, scalable operation.
- Manage departmental budgets and other related resources.

Key internal relationships include:

- Support the Director/CEO in the ongoing development, implementation and evaluation of FACT's strategic business plan, with a focus on maximising fundraising income, while ensuring alignment with our mission, vision, objectives, artistic programme and values.
- Work with the Head of Programme and programme team to identify and progress fundraising and income generation opportunities.
- Work closely with the marketing and communications team to produce and disseminate materials that effectively communicate FACT's case for support to relevant stakeholders, across a range of formats and media including audio, video, print media, newsletters, web content, social media, and 'point of sale' (e.g. donations box).
- Work closely with the finance team to develop and manage systems to ensure all funding bids, contracts, reports and other records relating to fundraising and development are produced, actioned, filed and archived in a systematic and efficient way; and that all income is routinely and reliably forecasted, recorded, reported and monitored.
- Be an active member of the cross-departmental capital development team, led by the Director.
- Creatively and clearly report FACT's fundraising strategy and progress to the Board of Trustees at their quarterly meetings.

The above should not be regarded as exhaustive or inclusive as there may be other duties associated with the post that FACT will require the post holder to perform.

PERSON SPECIFICATION

About You

You are passionate about art, film and creative technology, about FACT Liverpool, and about the growth of Liverpool City Region's cultural and creative sector.

You feel confident representing a diverse and complex organisation to a variety of stakeholders, and creating bespoke cases for support for each audience.

You are an experienced fundraiser, with a successful track record of helping charitable and non profit arts organisations to raise income and funding from a range of public, voluntary and private sector sources.

You are entrepreneurial, ambitious, but practical in your approach to fundraising and income generation, and appreciate the balance of skills and requirements that this discipline requires.

You are a proactive networker and collaborator, able to develop strong networks and relationships with public bodies, trusts and foundations, and businesses.

You are a strategic thinker, an effective manager and an excellent communicator..

Essential skills and experience

- Experience of securing grants or other funding for arts-related activity in the charitable/non-profit sector from public bodies, trusts and foundations, ideally sums in excess of £100k
- Experience of developing and managing initiatives to generate unrestricted income
- Good strategic and financial skills
- Experience of managing people and resources
- Excellent written and verbal communication
- Strong ability to deal with people of all levels of seniority and background

Desirable skills and experience

- Experience of crowdfunding and other innovative/online fundraising models
- Experience of securing funding for capital projects
- Experience of successfully developing and exploiting digital and/or creative IP
- A high level of computer literacy including knowledge of Mac systems

Key behavioural competencies

- Strong leadership and management skills
- Target-driven and willing to take accountability for performance
- An enthusiasm for art, media, innovation and creative technology
- A positive disposition with the ability to stay motivated and focused
- The ability to stay calm and friendly under pressure