

Collective
City Observatory
38 Calton Hill
Edinburgh
EH7 5AA

+44 (0)131 556 1264
mail@collective-edinburgh.art
collective-edinburgh.art

COLLECTIVE

Job Title: Development and Enterprise Manager
Salary: c. £30k per annum
Reports to: Director
Working Hours: 5 days a week, 9.30am—5.30pm; there may be a requirement for occasional flexible hours, with additional hours recouped through TOIL

Location: Collective
City Observatory & City Dome
38 Calton Hill
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EH7 5AA

Benefits We Offer: Membership of a defined contribution pension scheme (subject to statutory qualifying conditions). Annual leave entitlement 25 days holiday and 11 bank holidays each year (pro rata). Staff discount in our shop Collective Matter.

To Apply: Please email your CV and max. 2 page cover letter, or a short audio recording (max. 7 mins) which addresses your suitability for the role, to recruitment@collective-edinburgh.art using the subject line: 'Development & Enterprise Manager'.

Audio recordings should be sent via WeTransfer by including a transfer link in the body of your email.

Closing Date: Friday 10 June
Interviews: 20 or 21 June

About Us

Collective is an innovative contemporary art centre, situated in a historic observatory on Edinburgh's iconic Calton Hill.

Since our foundation in 1984, we have worked with artists to produce new art, with a focus on artist research, engagement and collaboration. In November 2018, following a five year capital redevelopment project, we opened our new home on Calton Hill, featuring the restored City Observatory, City Dome, and a purpose-built exhibition space. Our vision is to be a new observatory for the city, where artists inspire new ways of looking, questioning and thinking through art.

We aim to embody the following core values in everything that we do:

Bold – brave and experimental

Artists' Collective Gallery Ltd
Company Number 93812
Charity Number SC009405

• EDINBURGH •
THE CITY OF EDINBURGH COUNCIL



Collaborative – generous and sharing

Inclusive – listening, fair and open to all

Caring – concerned about our society and environment

Inventive – supporting new connections and ideas

Our programme of exhibitions, walks, and events, presents contemporary art in all its diversity.

Satellites is our peer development programme, supporting emergent practitioners based in Scotland, individually and as a peer group to produce new work and develop the confidence and critical skills they need to thrive.

In the City Dome, Collective's unique exhibition space, we have commissioned and exhibited solo presentations by artists including Dineo Seshee Bopape, Slavs and Tatars, James Richards and Cauleen Smith.

Learning and local engagement are at the heart of Collective, and through programmes such as Collective PLAY, our free play programme inspired by 'loose parts' play theory, we have welcomed hundreds of local families to Calton Hill to engage with play through contemporary art.

Our trading enterprises (including retail, hospitality, hires, and the recently launched holiday let, Observatory House) support and sustain the core charitable offering of Collective, ensuring we continue to remain free at the point of access.

The re-imagining of the previously derelict observatory site has led to a significant scaling up of our ambitions and impact – in 2018, in our first year of operation, we welcomed over 400,000 visitors to our new home.

The impact of Covid one year into opening our new site required us to rapidly adapt to survive and support our core operations and community, and affected the invaluable momentum needed to build awareness and connections with communities and audiences across the city and beyond.

As Development and Enterprise Manager, you will join us at a crucial and exciting time, as we look forward to a return to more normal operations, and work to re-engage with audiences, stakeholders and supporters across the city and beyond, to raise the profile of Collective and our new home in the City Observatory.

Following the success of our initial capital redevelopment fundraising campaign from 2013 to 2018, we have now entered a new phase, where ongoing support from trusts and foundations, donations and individual giving will be key to our sustainability. A recent

report by Cause 4 indicated that we have significant potential to grow in this area, and the Development and Enterprise Manager will play a key role in supporting this ambition.

Job Description

The new role will work closely with the Director to generate new income streams for Collective, with an emphasis on growing support from Trusts and Foundations, corporate sponsors, individual giving, and maximising the potential of our trading enterprises.

Key Responsibilities

Strategic

- Work closely with the Director and senior colleagues to develop and implement a Development Strategy for the organisation, including: identifying and securing new sources of income for the organisation; and working with the Trading Board and Trading Team to maximise income generation from Collective's trading enterprises (retail, hospitality and hires).

Fundraising

- Develop funding proposals and grant applications to support Collective's current programmes of work and to resource future priorities, working with colleagues to collate and compile necessary information, including detailed budgets.
- Ensure that all funding applications, agreements, progress reports and end of project reports are drafted and submitted in a timely fashion.
- Support the management of relationships with funders and key stakeholders, including ensuring that any specific conditions are met and that funders are appropriately credited across all Collective platforms.
- Identify, research and develop new income sources, partnerships and sponsorships to support the work of Collective across all areas, and in line with Collective's fundraising priorities.
- Develop and maintain a database of current and prospective supporters, including trusts and foundations, corporate sponsors, donors etc.
- Ensure that any data gathered in relation to funders, donors and sponsors, is held appropriately and in accordance with GDPR, and maintain an up-to-date knowledge of data legislation.
- Work with colleagues to grow donations, including from visitors to the site and online.
- Work with the Director and the Board to develop an individual giving programme, including leading on the planning and delivery of stakeholder events, to engage current and potential supporters with the work of Collective.
- Identify and secure in-kind partnerships.
- Liaise with Finance Co-ordinator on the financial administration of relevant funding and sponsorship agreements, including ensuring invoices are issued and income is drawn down on schedule.

Enterprise

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- Work with the Trading Board and Trading Managers (Retail + Hires and Events), to develop and implement Collective's trading strategy, and ensure that Collective's trading enterprises meet objectives and income targets.
- Give direction, support and effective line management to the Trading Managers, including setting key objectives, ensuring an appropriate workload, monitoring and managing performance, and identifying training and development opportunities.

General

- Attend regular team meetings and contribute to the development of Collective as a whole.
- Represent Collective externally as required, including at relevant development forums etc.
- Prepare quarterly written reports for the Board updating on development activity.
- Contribute to the design and development of audience surveys, to ensure that Collective gathers the information and evidence to build compelling case studies, and to support evaluation and reporting.
- Work additional hours as required by the fluctuating demands of the role, to be recompensed by TOIL.
- Undertake any reasonable additional duties as requested by the Director.
- Observe and uphold all Collective policies.

Knowledge, Skills, Experience

Essential

- A demonstrable track-record in securing and managing grants from trusts and foundations, including undertaking research, crafting compelling proposals, and offering effective stewardship.
- Exceptional written and oral communication skills, with an ability to convey detailed information in a concise and engaging manner.
- Ability to establish productive relationships with a variety of funders, prospects and colleagues.
- Ability to work proactively and constructively with colleagues to develop high-quality project proposals.
- Ability to act as an ambassador for Collective amongst a range of high-profile external contacts.
- Exceptional attention to detail and organisational skills.
- Ability to prioritise and meet regular deadlines whilst working under pressure.

Desirable

- Knowledge of the Scottish visual arts sector.
- Understanding of the current funding landscape, particularly in relation to the arts.
- Experience of devising and implementing a Development/fundraising strategy.
- Experience of managing events.
- Experience of setting income budgets and forecasts. Experience of line managing another member of staff.
- Experience of generating income through trading enterprises -e.g retail, hires, events

Personal Qualities and Attitude

- Confident, friendly approach to working with a wide range of people and organisations.
- Resourceful, with a meticulous eye for detail.
- Ability to work both independently and as part of a team, as and when required.

To Apply

Please send a CV and cover letter (max 2 pages), by email, outlining how your skills and experience meet the requirements of the job, to recruitment@collective-edinburgh.art quoting 'Development & Enterprise Manager' in the email subject header. Deadline for applications: **Friday 10 June**

Please note that applications received after the deadline will not be considered.