



Invisible Dust

EXECUTIVE DIRECTOR

Recruitment Pack

February 2018

Invisible Dust
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Dalston
London N16 8JN

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About Invisible Dust

Invisible Dust works with leading artists and scientists to produce unique and exciting works of contemporary art exploring new scientific ideas about our environment and climate change. *We make the Invisible Visible.*

Founded in 2009 by Alice Sharp Director and Curator; previously manager of the Fourth Plinth with Antony Gormley, Invisible Dust is an award winning, not for profit art and environment organisation that commissions ambitious artworks for large audiences. Our scientist advisors are specialists in their fields in Universities across the UK. We have attracted 910,000 to our projects and 3 million on line through regular coverage in national and international press.

In January 2017 our collaboration with the Humber Museums Partnership was awarded £547,000 by Ambitions for Excellence from Arts Council England. This was for 'Surroundings' a three year programme of international artist residencies, young curators and shared resources project with 16 Museums from Sewerby Hall in Bridlington, East Riding to Normanby Hall in North Lincolnshire, starting in Hull UK City of culture. Themes of the programme are food and sustainability, migration and biodiversity. Currently Ahilapalapa Rands, New Zealand artist in residence in collaboration with the Centre of Contemporary Art, CoCA, Christchurch, is preparing to launch her Cookbook at Sewerby Hall in March.

In the last three years we have also been supported by £450,000 from Sustaining Excellence from the Wellcome Trust which has supported both the programme and organisational development. This includes 'Under Her Eye' which will take place this June. Margaret Atwood is our Ambassador for this major international art and science summit and festival at the British Library in June around women and climate change in the Centenary Suffrage Year.

New projects in development include artists Margaret Salmon and Ed Webb-Ingalls creating artworks around the Marine Protected Areas (MPA) off Scottish islands with Scottish Marine scientists. The films will be part of a national conversation across 10 venues in Scotland. Also we are planning for artists to explore the art and science of the 250th anniversary of the 1768 James Cook voyage with North Yorks Libraries in Whitby.

This year we have become a Arts Council England National Portfolio Organisation in Scarborough which will extend our work throughout the UK but also focus on North Yorkshire for our education work.

Invisible Dust has grown both as an organisation and its programme UK wide considerably in the last two years and is seeking to find an outstanding individual to work with the Director underpinning our ambitious programme with strategy, management, partnership building and fundraising.

From our successful work across the North we have set up our base in Scarborough. All staff work from either the Scarborough or London office.

Job Description

Salary:	£35,00-£40,000 per annum depending on experience
Contract Terms:	Permanent
Probation Period:	6 months
Notice Period:	3 Months (after successful completion of probation)
Reports to	Director and Curator Alice Sharp
Line Management:	Marketing Manager, Bookkeeper, Development Consultants and Administrator. Please see organogram.

Position will be based either in Scarborough, East Yorkshire or Dalston, London, with some time spent in both offices. Due to the nature of this role, some evening and weekend work will be required.

A key role in the organisation, the Executive Director will form national and international relationships to cement the growth of the organisation and develop new partners and funding strategies.

Key Duties and Responsibilities

Strategy and Management

- Supporting and working closely with the Director to oversee the management and strategic development of the company
- Working with the Director to draft ambitious strategic and long term budgets and business plans.
- Develop strategic partnerships and networking nationally and internationally.
- Develop and maintain positive and beneficial relationships with relevant networks, in particular Arts Council England, Humber Museums Partnership and the Wellcome Trust.
- Be responsible for all NPO liaison, re application, Business Planning and reporting.
- Be responsible for all contracts and develop partnership agreements for joint working and funding.
- Strategic management of all resources; human, financial, administrative and physical
- Responsibility for managing staff members working on the operational functions of the organisation including finance, fundraising, admin and marketing.
- Act as Company Secretary.

Fundraising

- Be responsible for Invisible Dust's fundraising strategy, developing ideas with the Director and Programme Producer.
- International and UK wide identification of substantial (£100k plus)

Lottery, Trust and Foundation, Arts Council, Science, Regeneration, Government, sponsorship and Lottery funding and major partnership opportunities.

- Develop this research into substantial partnerships, work with consortia and produce joint funding applications.
- Provide updates to the Director on secured grant / fundraised income against targets; preparing reports for the Board of Trustees and major funders as required.
- Manage the process and budgets for all funding applications, coordinating all staff members work on fundraising, such as curators and marketing staff editing and drafting content.
- Manage the grant reporting process for all funding, from the initial offer letter conditions, ensuring high quality interim and final reports and compiling expenditure reporting.
- Management of freelance development consultants and / or staff working on fundraising.
- Ensure that detailed records and reports are maintained of communication for each stage of the funding process and relevant information is provided to funding bodies and partners within deadlines / agreed timeframes.
- Responsibility for ensuring that all corporate supporters and programme partners of Invisible Dust are managed effectively, that mutually agreed contracts are signed, benefits are delivered.
- Overseeing the creation of an Individual Patron and donor scheme - including the effective delivery of a programme of associated benefit, management of Gift Aid claims/administration.
- For corporate or donors ensure a high level of prospect and donor research is consistently produced.
- Research other commercial income generation opportunities such as consultancy contracts, revenue from IP, fundraising events, earned income avenues, training or crowdfunding.
- Be responsible for Invisible Dust's evaluation, managing external agencies and ensuring reports and feedback are compiled by all relevant staff; marketing, admin and programme. Ensure the results are developed into new ways of working for the organisation as well as fed into funders reports.
- Ensure that all fundraising decisions are in line with the company's ethos.

Marketing

- Line management of the Marketing Manager and overseeing the company's marketing strategy.
- Provide income forecasts for earned income with the Marketing Manager.
- Work with the Marketing Manager on audience development, data capture and reporting
- Support the Marketing Manager with editing and writing on relevant communication materials, fundraising documents, brochures, standard contracts, etc.

HR

- Responsible for Human Resources management within the company, drafting job descriptions, recruiting, contracting and relevant external training of staff with the Director and Programme Producer.
- Ensure best practice at all times in HR management and keep up to date with relevant changes in legislation.
- Oversee the development and implementation of company policies, procedures and systems.
- Ensure the Equal Opportunities policy is implemented, both within delivery of service and treatment of employees and colleagues.

Finance

- Ensure the financial systems and procedures in place to safeguard the finances are effective.
- Draft the finance reports for the Invisible Dust Board including the annual budget, breakdowns of overheads, programme and staffing and 4 year plan and regular Management Accounts in consultation with the Director.
- Responsible for overseeing the financial management of Invisible Dust, managing the bookkeeper and administrator.
- Work with the Director to create an annual organisational budget, set fundraising targets and project budgets.
- Monitor all activity to ensure all projects and overheads are managed within budget.
- Be responsible for overall management of the finance system (Quickbooks).
- Oversee the efficient management of payroll, HMRC and the pension scheme by bookkeeper.
- Ensure the completion of Annual Accounts at the year end with the external accountant.
- Ensure the Companies House and Charity Commission returns and regular filing with the administrator.

Artistic Programme

- Work with the programme producer to ensure all contracts for artists are signed and filed accordingly.
- Give strategic and budget advice to the Programme Producer where required.
- Co-ordinate special events and projects as necessary with the Marketing Manager.
- Attend previews and openings of all Invisible Dust events and to represent Invisible Dust at events and functions as agreed.

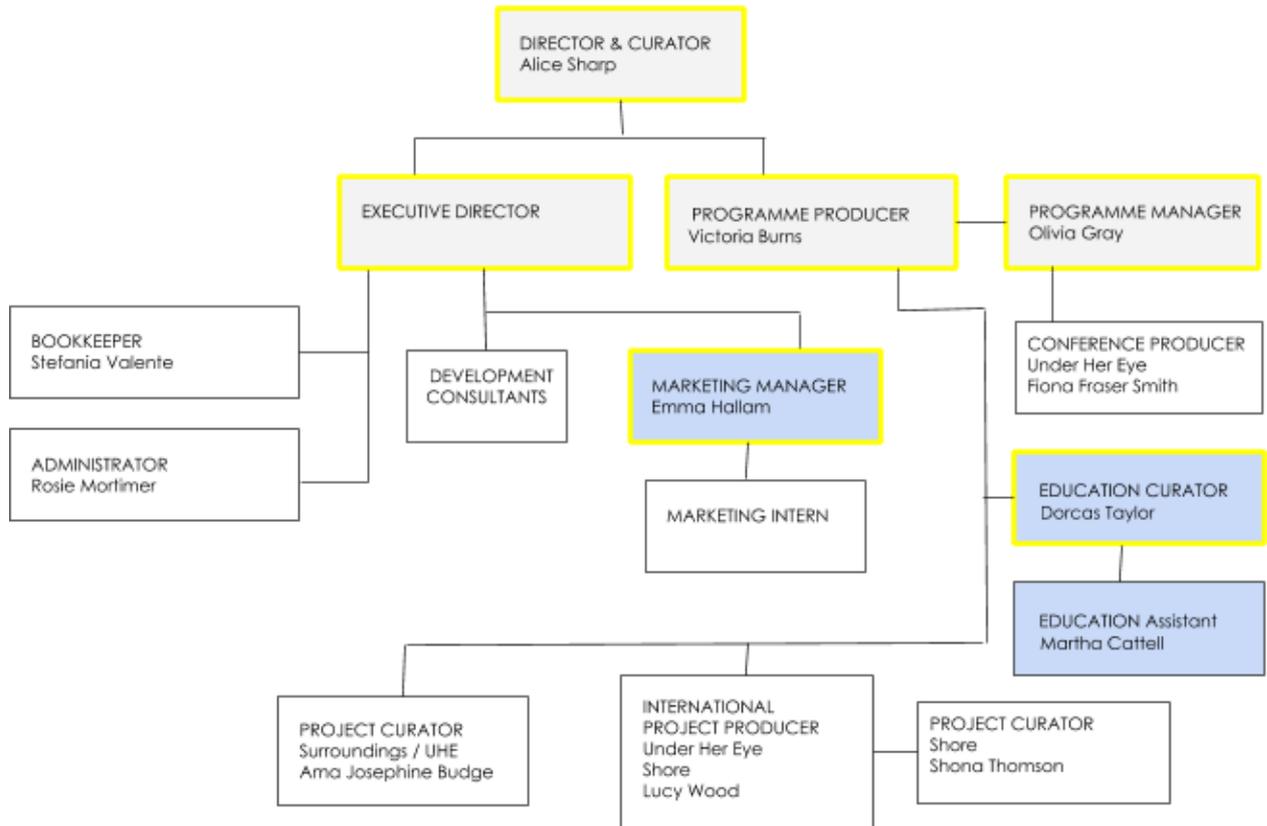
General Administration

- Responsible for ensuring facilitation of the Board by the administrator, including setting up meetings, and taking minutes.
- Representing and deputising for the Director as necessary and providing a point of contact for all partners and stakeholders.
- Ensuring effective communication throughout the organisation, both internally and externally, with staff, freelance contractors, artists, partner organisations and funders.
- Ensure the Environmental Policy is followed throughout the organisation's work and relationships.
- Undertake other duties as required by the Director.

Person Specification

- Considerable experience of management and fundraising within an arts organisation with the ability to think strategically.
- Experience of partnership working with large organisations; arts, science, Local Authorities, Universities, Charities or Government bodies.
- A proven track record of securing substantial funding for artistic projects, particularly ACE and multi-year grants from lottery, trusts and foundations.
- Success at raising International and/or national funding.
- A commitment to making a positive change in public understanding of our environment and an interest in contemporary visual arts.
- Proven experience of setting and managing budgets
- Excellent people management skills and previous experience of managing staff. Experience of managing HR processes would be desirable
- Friendly and collaborative, enjoys team working, supporting and motivating other staff members.
- Excellent verbal and written communication skills and strong advocacy skills.
- Attention to detail.
- Ability to manage multiple priorities, work to deadlines and be calm under pressure.
- Experience of negotiating and creating contracts.
- Experience of creating and overseeing schedules or programme/event plans.
- Highly numerate with previous experience of managing finance systems.
- A proactive thinker who can see the bigger picture, solve problems and knows when to seek advice.
- Independent worker who is able to work effectively when other staff are away.
- Desire to manage up and deputise as appropriate.
- Brilliant analytical skills and interest in improving systems.

ORGANOGRAM



How to Apply

Apply via email by sending us a covering letter demonstrating how your experience meets the aspects of the person specification, your CV and a completed Equal Opportunities Monitoring Form to reach us no later than **12pm on Wednesday 7th March**.

Both your CV and Cover Letter should be no longer than two pages of A4 each.

The email address for applications is: rosie@invisibledust.com

Please use the job title as the subject line of the email.

We will get back to all applicants by Friday 9th March.

Interviews for shortlisted candidates will take place in London from 9am onwards on Tuesday 13th March. We expect all candidates to make that date, if you are away we are prepared to conduct Skype interviews for the first round.

The interviews will be a two stage process, second interviews to be on Tuesday 20th March.

For more info visit our website <http://invisibledust.com>.