



# **Invisible Dust**

Head of Development

Recruitment Pack

September 2018

**Invisibledust.com**  
**@invisible\_dust**

**All enquiries to Rosie Mortimer,**  
**General Manager,**  
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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 and Yinka Shonibare, Invisible Dust is an award winning, not for profit art and environment organisation that commissions ambitious artworks for large audiences. Currently we are producing an eight date tour across Scotland including the Isles of Arran, Barra, North Uist and Skye; 'Shore' with Jarman Award nominee Margaret Salmon and video maker Ed Webb-Ingalls exploring Scottish Marine Protected Areas (MPA) with Scottish Marine scientists. Brazilian-French artist Rodrigo Lebrun is also opening a new media commission on climate change in the context of the industry of Scunthorpe at the York Mediale at the end of September part of 'Surroundings'. Projects in development include working with both Canadian and New Zealand partners.

Our previous projects include 'Under Her Eye' a major international arts-science summit and festival on women and climate change in June, as part of the 2018 UK Suffrage Centenary and headlined by Booker-prize winning author, Margaret Atwood and previous Executive Secretary of the UNFCCC and leader of the worldwide Paris Agreement Christiana Figueres.

Previously we worked with Turner Prize winners Elizabeth Price on Space Science and Jeremy Deller on bat conservation. 'Offshore: Artists Explore the Sea' took place at Ferens Art Gallery and Hull Maritime Museum attracting 390,000 visitors with 23 artists including Mariele Neudecker, Tacita Dean, John Akomfrah, writer China Mieville and Martin Parr as part of Hull UK City of Culture 2017.

Our scientist advisors are specialists in their fields in Universities across the UK. We have a close ongoing relationship with many international scientists from backgrounds such as air pollution, oceans, biodiversity, neuroscience and Space as well as climate scientists. We have attracted 910,000 to our projects and 3 million on line through regular coverage in national and international press.

Invisible Dust has no venue and our Programme focus is to work nationally and internationally with significant partners which often encompass Cities of Science (Eucro Science Manchester 2016) and Culture (Hull 2017) , Green Cities (Bristol 2015) and Arts (Auckland 2019, Norfolk and Norwich Festival 2011) and Science Festivals (Euro Science, Copenhagen 2014, British Science Festival, Newcastle 2014) and importantly Museums (National Maritime Museum 2015, Humber Museums Partnership 2017-2020).

This is a new post, working closely with the Director and the Trustees to develop a fundraising strategy to support all aspects of Invisible Dust's work at what is an exciting time for the organisation. In April 2018 we became an Arts Council National Portfolio Organisation and this, together with a substantial Sustaining Excellence award from the Wellcome Trust has enabled the company to grow and develop, delivering an ambitious programme of work across the UK, increasing turnover from

£260,000 in 2015/16 to £700,000 for 2018/19 and establishing a core team of 9 staff across 2 offices in Scarborough and London.

We are looking for a creative individual who has a passion for both the arts and the environment backed by substantial experience of arts partnership and fundraising working. We would like to recruit someone who is a lateral and dynamic thinker across local, regional, national and international funders and partnerships and enjoys working in a small team where they will be an important part of shaping Invisible Dust's future.

## **Head of Development**

### **Job Description**

Salary:	£40,000-£45,000 per annum
Contract Terms:	Permanent
Probation Period:	6 months
Notice Period:	3 months
Line Management:	Freelance Fundraisers
Reporting to:	Director

The Head of Development can be based either in Scarborough or London and will be expected to travel not only between these two offices / locations but also more generally as projects take place all over the UK.

This is a full time post and due to the nature of the work some evening and weekend work may be required.

Invisible Dust is an equal opportunities employer. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, disability, ethnic or national origins, class, marital status, civil status, sexual orientation, gender reassignment, age, or religious belief.

### **Job Overview**

Working closely with the Director and the Senior Management Team, the Head of Development will create and deliver a successful fundraising strategy for Invisible Dust, encompassing Trusts and Foundations, ACE, science, regeneration and government funding opportunities, individual giving and business sponsorship.

Fundraising is part of the creative thinking which underpins the development of Invisible Dust. This role is integral to developing a secure funding base for the organisation's ambitious artistic programme and enabling us to build reserves to ensure a sustainable future for the company.

### **Key Duties and Responsibilities**

#### **Strategy and Management**

- Responsibility for the creation and implementation of Invisible Dust's long term fundraising and business planning strategy, including researching and developing ideas and prospects with the Director and other members of the team.
- Responsibility for researching and updating the Business Plan for Invisible Dust with the Director.
- Working with the Director and General Manager on all ACE liaison, contributing to future applications and ongoing relationship management and reporting.
- Ensure that all fundraising decisions are in line with the company's aims and objectives, and ethical policies.
- Work with the Director and General Manager to support the relationship between the fundraising strategy and the financial management of the company.

- Develop a fundraising strategy which supports the company's policy of building reserves.
- Identify and build substantial (£100k plus) funding and partnership opportunities, including Lottery, Trust and Foundation, Arts Council, Science, Regeneration, Government and Corporate Sponsorship.
- Develop new International partnerships and funders with the Director.
- All staff members are involved in fundraising. Oversee the fundraising work of all staff ensuring good internal communication and fostering a culture of sharing new ideas within the team.
- Ensure that all staff have advice and support for fundraising activity, including identifying individual training needs.
- Management of freelance fundraising and business planning consultants.
- Draft the Directors Report for the Annual Accounts and the company's Annual Reports.

### **Fundraising**

- Work with the Director to set fundraising targets and project budgets related to this.
- Manage the application process and budgets for all funding applications, writing and editing content and coordinating input from colleagues.
- Develop research into substantial partnerships and work closely with partner organisations and consortia to produce joint funding applications.
- Develop and maintain positive and beneficial relationships with all relevant and existing networks.
- Plan and manage the administrative processes for all funding with the General Manager, ensuring that detailed records and reports are maintained for each stage of the funding process and relevant information and final reports are provided to funding bodies and partners within deadlines / agreed timeframes.
- Ensure that the Director, Trustees and all staff are aware of grant conditions for successful funding bids.
- Develop new corporate contacts and networks through research into the sustainability and corporate responsibility company policies and activities.
- 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 and these crucial relationships are proactively maintained.
- Working with the Marketing Manager and General Manager to create a new Individual Patron and donor scheme – balancing benefits to the organisation with effective and high quality stewardship for patrons.
- Be responsible for ensuring Gift Aid claims are managed effectively.
- Be responsible for monitoring the Company's Charities Aid Foundation (CAF) online account and funds received through the CAF scheme.
- Ensure a high level of prospect and donor research is consistently produced.

### **Reporting and Evaluation**

- Work with the Deputy Director on Invisible Dust's evaluation, working with external evaluators Flow to ensure organisational learning from reflection on each project.
- Ensure evaluation reports and feedback are efficiently and accurately compiled by all relevant staff (marketing, admin and programme) and the

results are developed into new ways of working for the organisation and fed into reports to funders.

- Provide update to the Director and prepare reports for the Board of Trustees and major funders as required.

### **Marketing and Income Generation**

- Develop research and forecasts for earned income with the Marketing Manager.
- Research and drive commercial income generation opportunities such as consultancy contracts, revenue from IP, training or crowdfunding.
- Work with the Marketing Manager on digital strategies for fundraising, including social media, data capture and reporting.
- Ensure that funders are represented effectively on publicity with the Marketing Manager through logos and credits and edit relevant communication materials, etc.
- Review existing events and earned income and develop this area of income generation.

### **General**

- Be a member of the Senior Management Team and contribute to the wider management of the charity.
- Representing and deputising for the Director as necessary and providing a point of contact for all partners and stakeholders.
- To attend performances, events and exhibitions and act as a spokesperson for Invisible Dust as appropriate.
- Ensure all work is in line with the company's environmental policies
- Upholding the company's equal opportunities policy at all times.
- Encourage a transparent, supportive and collaborative culture at all times.
- Alongside the Director, to provide a point of contact for all partners.

This job description is a guide to the nature of the work required by the Head of Development and the post holder may be required to undertake other duties appropriate to the senior nature of the post as agreed with the Director.

### **Person Specification**

- Considerable experience of fundraising within the arts with the ability to think strategically.
- Experience of partnership working with large organisations; arts, science, Local Authorities, Universities, Companies, Charities or Government bodies.
- A proven track record of writing substantial (over £100k) multi year funding bids for artistic projects, particularly ACE, lottery, regeneration, 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 interest in contemporary visual arts.
- Proven experience of setting and managing fundraising budgets.
- Understanding of charitable and company reporting and finances.
- Excellent people management skills and previous experience of partnership working.
- 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.
- A proactive thinker who can see the bigger picture and solve problems.
- Independent worker who is able to work effectively on own when other staff are away.
- Desire to manage up and deputise as appropriate.

## How to Apply

To apply please send us a covering letter demonstrating how your experience meets the aspects of the job description and person specification, your CV and a completed Equal Opportunities Monitoring Form to reach us no later than **10am on Monday 1st October 2018**.

Both your CV and cover letter should be no longer than two pages of A4 each.

The email address for applications or to make enquiries is: [rosie@invisibledust.com](mailto:rosie@invisibledust.com). Please use the job title as the subject line of the email.

The post will be based in either London or Scarborough. Both interview stages for shortlisted candidates will take place in London. First stage Monday 8th October and second stage Monday 15th October.

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