

Candidate Pack

Development Manager

(20 hours – part time)

ABOUT THE MILL

The Mill is a small scale multi-art form venue with big ambitions. Situated in the North Oxfordshire market town of Banbury, it is the focus of cultural life as the only public arts and performance venue in the Cherwell District.

Our 237-seat theatre plays host to high quality professional theatre, dance, comedy and music productions, whilst supporting opportunities for local community arts organisations to work and perform in a professional space.



Our studio facilities offer a packed creative learning and participation programme focusing on both the visual and performing arts, covering everything from jewellery making to yoga, watercolour painting to creative writing and much more in between. In addition our café/bar and gallery area offers opportunities for local artists to exhibit and sell their work.

Increasingly we are working outside of our building and in partnership with a wide range of artists and organisations both in Banbury and Bicester to ensure that all in our communities can experience the evidential health and wellbeing benefits of seeing and taking part in professionally led creative and cultural activities.

Following a successful application to join Arts Council England's National Portfolio, The Mill has been a NPO since April 2023. The successful candidate will join the organisation at an exciting time in our development, and will play a key role in enabling us to secure the funding required to fulfil our future vision:



With your support we will be a truly exemplar, vibrant, indispensable Arts Centre of which Banbury is rightly proud;

Relevant to all our communities through a diverse programme which celebrates both taking part in and seeing first class arts and entertainment experiences made possible by the capital development of fit for future facilities that match our ambition.

www.themillartscentre.co.uk

JOB DESCRIPTION

ROLE: Development Manager
SALARY: £35,548.80 FTE (£17,774.40)
HOURS: 20 Hours per week
RESPONSIBLE TO: Chief Executive
CONTRACT: Permanent



PURPOSE OF THE POST

The Development Manager will lead on delivery of The Mill Arts Centre's fundraising strategy, with a particular focus on establishing new income streams through relationship-based fundraising including through the prospecting and stewardship of high-net worth individuals, companies and legacies.

You will develop and implement strategies to recruit and cultivate new supporters and oversee the stewardship of current relationships with care, with a focus on building new income streams from mid and major gifts.

MAIN RESPONSIBILITIES

- Work closely with the Chief Executive to deliver the Mill Arts Centre fundraising strategy to deliver agreed targets, with a particular focus on building core and unrestricted funding to enable MACT to deliver its business plan and capital ambitions.
- Research, cultivate and solicit new relationships to build a strong prospect pipeline across major donors, corporate and legacy giving.
- As required, to lead on the coordination of capital fundraising campaigns, working to delivery against agreed timelines and targets.
- To develop and establish a legacy giving programme, whilst building an advocacy network to support cultivation of prospects.
- Support and advise the Chief Executive and Creative Director with the development of project funding applications to Trusts & Foundations
- Work closely with the Creative Director, Programme & Marketing Manager and relevant teams to build an effective Case for Support and pipeline of case studies to support the fundraising narrative.
- Regularly attend local networking events, Mill shows and events and identify opportunities to build new networks and steward existing relationships.

- Work with colleagues across the organisation to put in place systems to identify, cultivate and steward existing customers and members as potential supporters.
- Carry out effective due diligence in line with The Mill's ethical giving policy
- Maintain effective record keeping using The Mill's CRM and financial systems
- Monitor income against set targets and agree key performance indicators, reporting to the Chief Executive and The Mill Arts Centre Trustees and any sub-committees as required.
- Keep up to date with fundraising trends, policy changes and sector wide developments
- To work closely with the Marketing & Development Officer to maximise potential of individual giving and membership programs and to ensure that these are developed in a way that contributes to the pipeline of future prospects.
- Lead on the planning and coordination of cultivation and networking events as required from time to time.

GENERAL DUTIES

- To be a member of the Senior Management Team attending, participating in regular meetings and the preparation of management reports as required by the Chief Executive/Board of Trustees
- Ensure fundraising activities are compliant with GDPR and The MACT's privacy policy.
- To represent The Mill positively and professionally at performances and events whether at The Mill or offsite
- To adhere to The Mill's Equal Opportunities, Health and Safety, Safeguarding and other policies at all times.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description can be reviewed at any time.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Proven track record of successful major donor and/or corporate fundraising	Existing local prospect networks
Evident passion for the arts and the vision and values of The Mill Arts Centre	Experience of fundraising in the arts and/or theatre industry
Excellent verbal and written communication skills	Experience of managing cultivation events

Confident and professional manner with the ability to build rapport, influence and negotiate effectively.	Experience of establishing legacy fundraising within an organisation
Excellent time and workload management with the ability to work independently to deadlines	Experience of running a capital campaign
Self-starter with demonstrable relationship building skills with corporate and major donors.	Experience of undertaking fundraising feasibility studies
Excellent numeracy and budgeting skills	
Analytical approach with demonstrable experience of using data to inform decision making	
Collaborative approach to team working with a positive and forward-thinking attitude to the wellbeing of others	
Evidence of ability to work effectively with a wide range of people and organisations to build positive relationships	
Experience of using Spektrix or other CRM system	
Diplomacy, sensitivity and confidentiality	

HOW TO APPLY

Please apply by sending the following to Andrew Lister, Chief Executive (andrew.lister@themillartscentre.co.uk) by midday on Monday 19th May 2025:

- a completed [application form](#)
- a short cover letter explaining your interest in the position

If you have any questions or require assistance, please contact andrew.lister@themillartscentre.co.uk.

If this pack or the application form is not accessible for you, please contact us to make alternative arrangements.