

COVE PARK

*Development Manager
Recruitment Pack*



May 2023

Photography by Alan Dimmick

Overview

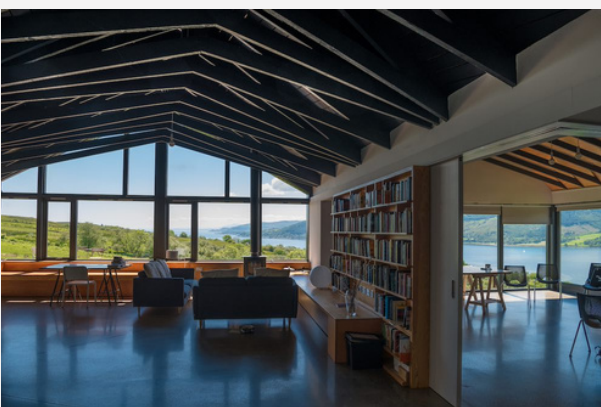
Cove Park is seeking an experienced, committed, and inspiring Development Manager to join Cove Park's team at an exciting time in the organisation's development. As our national and international programme of residencies, commissions and public events grows, we are seeking someone who is dedicated to supporting contemporary creative practice in all art forms and creating vital new opportunities for local, national, and international artists and participants.

About Cove Park

Cove Park is an international residency located on an outstanding 50-acre rural site on Scotland's west coast, just one hour north of Glasgow. Over its 23-year history Cove Park has hosted approximately 4,000 local, national, and international artists, creative practitioners, writers, and researchers, working in all art forms and at every career stage.

We support artists and collaborative groups by offering the time and support required for research, experimentation, the production of new work, and peer-to-peer exchange. Cove Park creates a stimulating context in which new ideas can be developed, tested, and shared. Our aim is to play a vital and dynamic role in our nation's cultural life, making possible innovative creative work, facilitating cultural exchange, and enriching the lives of the communities we serve.

Overlooking Loch Long on Argyll's Rosneath peninsula, Cove Park's site was formerly a conservation park. It comprises partially managed woodland, ponds, and fields for grazing sheep and Highland cows. The facilities include nine shipping containers - recycled and converted into private accommodation and studios - and two oak-framed buildings ideal for those working in collaboration or families. The Jacobs Building opened in 2016 and is an award-winning, purpose-built communal space, providing workspace, rooms for public events, a library, open-plan kitchen and dining area, and offices, plus two adjacent units of accommodation and studios.



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The Role

The Development Manager is a new role created in response to the growing ambitions of Cove Park, its expanding programme, and the current funding climate. The post holder will work in close collaboration with the Director and will be responsible for developing and delivering Cove Park's fundraising strategy. The role involves nurturing strategic fundraising relationships locally, nationally, and internationally with trusts, foundations, and other funding bodies.

Key responsibilities will include:

- With the Director, oversee the development and delivery of Cove Park's fundraising strategy which meets the objectives of Cove Park.
- Plan and manage the fundraising budget, including assessing feasible goals and setting robust income targets, reporting on updated forecasts to the Director, and to the Finance and Fundraising & Development Subcommittees as appropriate.
- Research, draft, and submit high-quality, tailored applications and reports to trusts, foundations, public funders, and international funding agencies in order to meet Cove Park's annual fundraising targets.
- Work with the Team to ensure the effective evaluation of Cove Park's activities and to oversee reporting and advocacy to funders.
- Manage the trust and foundations application schedule efficiently, ensuring it is shareable and presentable to a wide-range shareholders, including Trustees and Cove Park's Fundraising & Development Subcommittee members.
- Ensure the implementation of donor accreditation in line with contractual arrangements.
- Lead on the coordination of the Fundraising & Development Subcommittee meetings.
- Oversee and manage Cove Park's fundraising/CRM database, Beacon, ensuring our work is compliant with GDPR, and other ICT tools including income tracking & HMRC Gift Aid regulations, in collaboration with the Finance & Operations Manager.
- Record all relationships, activity, pledges, and donations promptly and accurately on the CRM system, including gift aid declarations where appropriate.
- With the Director, develop Cove Park's Ethical Fundraising Policy and ensure our fundraising strategy reflects and adheres to this policy.
- Contribute to the development and implementation of Cove Park's individual giving schemes.



Photography by Alex Marrs



Photography by Alan Dimmick

Person Specification

We are looking for an engaging and professional individual who shares our values and is committed to inclusion, excellence, and the mission of Cove Park. The successful applicant will be able to communicate effectively with a wide range of stakeholders, they will be exceptionally well organised and demonstrate great attention to detail. They will thrive when working as part of a small but committed professional team, whilst being able to lead on their own areas of responsibility.

Essential

- Strong track record of raising substantial funds from UK trusts and foundations
- Extensive experience of fundraising in an arts/culture, heritage, or education setting
- Understanding of Creative Scotland's Strategic and Funding Framework and Multi-Year Funding
- Managing databases, data analysis and reporting
- Commitment to inclusion, equality, diversity, and access
- Setting and managing income and expenditure budgets
- Strong planning and organising skills

Desirable

- Knowledge of contemporary arts and creative industries
- Experience of successful capital fundraising campaigns
- Experience of international fundraising
- Driving license

Key Information

Contract: Permanent

Probationary Period: Six months

Salary: £31,500 (£18,900 pro rata)

Hours: 3 days per week, flexible working supported*

Line Management: The post-holder reports to the Director

Start Date: As soon as possible

Benefits: 23 days annual leave including bank holidays, enhanced sick pay after probationary period, wellness days and leisure activities onsite

*For example, two members of our team live in Glasgow, and we support flexible working through work from home days to make this viable and sustainable. Members of the team also have small children, and we are happy to set flexible working hours to accommodate childcare and other caring requirements.

How to Apply

If you would like to arrange an informal conversation about this role, please contact Director Alexia Holt via alexia@covepark.org

To apply, please submit a CV and a short covering letter (no more than 2 sides of A4) by noon on Friday 23 June 2023. Applications should be sent via email to recruitment@covepark.org

First stage interviews will be held at Cove Park, or via Zoom, during the week of Monday 3 July 2023.

We encourage applications from all backgrounds, communities and industries, and we are committed to having a Team that consists of diverse skills, experiences and abilities. We actively encourage applications from African Diaspora people; South, East, and South-East Asian Diaspora people; Middle Eastern and North African Diaspora people; ethnically diverse people; people with disabilities; and all those who have been historically underrepresented and systemically excluded within the cultural sector. Our intention is to better reflect society as a whole in our Team in terms of race, national or ethnic background, religion or belief, ability, gender, age, socio-economic status, and educational background.

We will accept submissions in audio or video formats if this is preferable to a written application. If you have a disability, please tell us if there are any reasonable adjustments to the application process that would be of assistance to you. Hard copies of the application may be sent to:

Kerrie MacQueen, Cove Park, Peaton Hill, Cove, Argyll & Bute, Scotland, G84 0PE

Cove Park is committed to safeguarding privacy and related data within recruitment processes and abides by all appropriate General Data Protection Regulations.

Cove Park aims to provide a safe and positive environment for everyone, and to actively combat discrimination based on race, national or ethnic background, skin colour, citizenship status, hair texture and hairstyle, sex, sexual orientation, gender(s), gender expression, age, religion or belief, language, ability, neurodiversity, physical and mental health, socio-economic status, educational background, pregnancy or parental status, marriage or civil partnership status, immigration status, and cultural markings and/or tattoos also due to religious rituals from pre-colonial cultural practices. As language, terms, and expressions inevitably evolve, Cove Park is committed to reviewing this statement regularly - and as often as it becomes appropriate - with our local, national and international communities.

For more information and current news about Cove Park, please visit our website at www.covepark.org/news

On social media, please visit:

<https://twitter.com/CovePark>

<https://www.facebook.com/CoveParkResidencies/>

https://www.instagram.com/cove_park/