



Forma Arts & Media
FormaHQ
140 Great Dover St
London, SE1 4GW
www.forma.org.uk

Forma Arts – FREELANCE DEVELOPMENT MANAGER Job Description

Job Title: Development Manager

Term: 3 months fixed-term freelance contract, full time. Job shares will be considered

Fee: £7,500 (£2,500/month)

Reports to: Deputy Director

Location: London

Office/Hours: 10am-6pm plus some occasional weekend and evening work which will be compensated by time-off-in-lieu

Application Deadline: 12 May 2021

Interview Dates: 17 May 2021

Application Process: Please submit your CV and a covering letter (1 A4 page max) to info@forma.org.uk with FREELANCE DEVELOPMENT MANAGER in the subject.

ABOUT FORMA

Forma is a contemporary arts organisation that champions ideas and artists who address the social and political questions of our times. Through a discursive process, we nurture artists' creative vision and grow their ambition in order to develop collaborative projects that are career defining and lead to new major opportunities around the world. We pride ourselves in being an organisation that artists want to work with. We offer commissioning, fundraising and production expertise, and as a non-gallery-based organisation we present projects in partnership with cultural institutions across the UK and internationally. Forma is where ideas become art.

Artists we have collaborated with include Alberta Whittle, Cerith Wyn Evans, Cécile B Evans, Bill Morrison and Jóhann Jóhannsson, Amartey Golding, Broomberg and Chanarin, Sophie Hoyle, Benedict Drew, Jane and Louise Wilson, Mark Boulos and Himali Singh Soin.

Forma is moving into an exciting new phase of growth and is opening its first permanent home in 20 years - FormaHQ - this Spring in Southwark, London. The new cultural hub includes our offices, affordable artist studios, a café and book shop, event space, residency studio and a new public garden. The Freelance Curator will join at a crucial time, working closely with the Artistic Director and wider team to help launch FormaHQ's artistic and public programme, engage with local residents and attract new audiences.

Forma Arts is a National Portfolio Organisation, supported by the Arts Council England.

ABOUT THE ROLE

We are seeking an experienced development manager to aid the launch and growth of Forma's new cultural hub in Southwark - FormaHQ - comprising our offices, affordable artist studios, a café and book shop, event space, residency studio and a new public garden.

This is a new role established as part of our recently devised 3-year fundraising strategy. The post holder will work closely with the Artistic Director and Deputy Director towards Year 1 of this strategy; focusing on stakeholder messaging, research and fundraising through trusts and foundations for capital and core activities.

KEY RESPONSIBILITIES

Messaging and Communications

- Work with senior staff to update our messaging documents for a range of stakeholders; artists and producers, audiences, partners, funders, corporates, individuals, etc.
- Produce updated profile documents for potential funders in relation to FormaHQ and the artistic programme.
- Alongside senior management prepare messaging for the official launch of FormaHQ and our summer programme.

Fundraising

- Quickly come to understand Forma's business plan, positioning, strategic aims and priorities.
- Research trusts and foundations to identify those most suitable for supporting Forma's strategic development in relation to activities at FormaHQ.
- Identify opportunities for strategic partnerships and work towards securing new relationships.
- Work closely with the rest of the team to identify potential funding opportunities for Forma's commissioning programme.
- Work with the Deputy Director to update Forma's fundraising action plan for 21/22.
- Draft applications where possible, producing targeted, well-written and persuasive cases for support.
- Liaise with the rest of the team to prepare accurate budgets.

Business Development

- Research opportunities for revenue generation, identifying potential growth areas and calculate the cost of delivery. This will then feed into a comprehensive plan for earned income. Note, the priority will be establishing new streams through the building; the cafe space, studio rentals, space hire, etc.

Reporting

- Feed into Forma's audience development reporting plan, identifying opportunities to capture and frame the value of our activities.

ESSENTIAL SKILLS AND ATTRIBUTES

- An excellent track record of successful fundraising ideally gained in the cultural sector.
- Knowledge of public and private sector fundraising in the UK, including government, local authority priorities and policies, and arts and voluntary sector funding.
- Strong research skills and the ability to think creatively to identify fundraising opportunities.
- Ability to work well and communicate with a wide range of people.
- Excellent negotiation and presentation skills.
- Excellent written and oral communication skills.
- Able to work under your own initiative.

DESIRABLE SKILLS AND EXPERIENCE

- Knowledge and experience of raising funding for capital projects
- Knowledge of and interest in Southwark / South London
- Financial, business and commercial insight along with budget management experience.

Forma is aware of the lack of diversity in the sector and more pressingly, within our own organisation. We strongly encourage applicants from all backgrounds to apply, this includes applicants from different ethnic backgrounds, religions, sexual orientation, social and economic backgrounds but also those without formal art education or qualifications or for whom English is not their first language.

Should you have access requirements, please contact Caroline Heron, Forma's Deputy Director, at ch@forma.org.uk to discuss how we can adjust the application and/or interview process.