



Business Development Executive Job Description

Job Title	Business Development Executive
Salary	£22K per annum
Hours of Work	You will be contracted for 37 hours per week. You may be required to work outside of normal office hours, at evenings, weekends and on bank holidays and on public holidays.
Location	3 Charnwood Street, Derby, DE1 2GT. Travel will be required for this post.
Responsible to	CEO
About Artcore	Artcore is an international center for contemporary art and creativity, based in Derby, UK, and is home to a gallery, studios, work spaces, shop and cafe. A vibrant hub for commissioning, production, presentation and debate. We offer opportunities for diverse audiences to engage directly with creative practices through participation and discussion. We work with diverse communities and the cultural, creative industries, community, education, health and regeneration sectors to deliver our programme.
Overall purpose of the Job	Business Development Executive The role is responsible for building relationships with our supporters, customers and local businesses and connect locally, regionally, nationally and internationally. The Development Executive will work with Artcore Directors to look at ways to sustain and increase Artcore's services, earned income and income-generating projects.
Key Result Areas	<p>Short and Long Term Programme of activities</p> <ol style="list-style-type: none"> 1. Devise and develop a model for corporate partnerships and sponsorship 2. Developing and implementing chargeable events, establishing and promoting partnership working. 3. Support in Project Management, Marketing and Social Media 4. Research for Trusts and Foundations and writing high quality applications 5. Organising exchanges and events between schools, clubs and companies 6. Monthly reporting, including reporting to the Board of Trustees, 7. Planning the festival/events inviting artists 8. Assist the Directors with any online reports, website developments 9. Responsible for developing new business. Organising and conducting client meetings 10. Proactively seek opportunities to raise funds for and to promote the work of Artcore through contributions to appropriate publications, dissemination of information to external stakeholders and personal presentations at relevant conferences and forums. 11. Undertake any other tasks which may be reasonably required within the post and range of experience, expertise and skills. <p>Performance will be measured by working towards project outcomes. Achievement will be measured against the agreed objectives through regular meetings with the Directors, through progress reports for Trustees and through the staff review process.</p>

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum Degree level Qualification • Ability to confidently use IT including emails, Word, Excel, PowerPoint 	<ul style="list-style-type: none"> • A bachelor's degree in a business field
Experience	<ul style="list-style-type: none"> • Minimum 2 years relevant work experience • Experience of building capacity and sharing knowledge. • Sales, marketing experience • Experience of staff management and ability to generate supportive, cohesive and productive team relationships. • An understanding of safeguarding and child protection • Well-developed literacy and written and oral communication skills, including the ability to communicate with people from a variety of social, cultural and professional backgrounds • The ability to work as part of a team and also to be self-motivated and directed • An understanding of modern administrative systems, including that of finance and statistical data 	<ul style="list-style-type: none"> • An understanding of working with Black and Minority Ethnic individuals in a compassionate and empowering way • A track record of delivering fundraising success in a charitable organisation, ideally across multiple fundraising areas • A good knowledge and understanding of current Safeguarding, Health and Safety, Equal Opportunities and Data Protection Act legislation.
Skills	<ul style="list-style-type: none"> • Excellent influencing and relationship building skills • Strong interpersonal skills; a collaborative team player • Strong problem-solving and creative skills • Excellent project management skills • Tenacity in seeking results and a high level of representational and negotiation skills • Ability to make decisions and take the initiative, as part of managing a varied workload 	<ul style="list-style-type: none"> • Experience in the arts and charity sector • Knowledge of businesses in Derbyshire
Personal qualities	<ul style="list-style-type: none"> • Creative, passionate and flexible character • A generator of new ideas • Resilience, particularly when faced with setbacks • Willingness to carry out a range of administrative tasks 	

The first three months of your employment shall be a probationary period. We may, at our discretion, extend this period for up to a further three months. During this probationary period your performance and suitability for continued employment will be monitored. At the end of your probationary period you will be informed in writing if you have successfully completed your probationary period.