

cryptic

Development Manager
Employment Pack



DEVELOPMENT MANAGER

OVERVIEW

Cryptic is looking for a highly motivated, enthusiastic and dynamic Development Manager to join our small, busy arts company based in Glasgow City Centre. The successful candidate will be a committed and accomplished development professional with a demonstrable strong fundraising track record.

We have a core team of five people and employ many freelance artists and contractors throughout the year. We are looking for a person who has an interest in the arts, is proactive and enjoys working within a small busy team. Knowledge of the arts sector is not essential.

Established in 1994, **Cryptic** is Scotland's internationally renowned home of audiovisual art and experimentation. Founded by **Cathie Boyd**, and based in Glasgow but with a global reach, Cryptic presents and promotes the most dynamic talents of today and tomorrow as they explore new dimensions in live music, visual and sonic arts and performance, and the weird and wild areas where these disciplines intersect and cross over.

Our projects are united by the three strands that are key to **Cryptic's** mission: **Cryptic Artists** seeks out and nurtures new and pioneering talents; **Cryptic Nights** supports and mentors Scottish-based artists, helping them reach the next stage in their creative development; And, every two years, the **Sonica Glasgow** festival of audiovisual art and performance presents an 11-day programme of international events featuring new and established artists. The Development Manager will research funding opportunities and raise funds to enable the company to develop and deliver these main programmes of work.

To date, **Cryptic** has programmed more than **2,200 artists**, whose work has been **seen by over 1.3 million** people in **32 countries**.

Cryptic recently secured Creative Scotland Multi Year Funding 2025 – 2028 and the role of Development Manager will be to maximise income from individual and corporate giving, and UK based charitable trusts and foundations.

Cryptic is an equal opportunities and Disability Confident Employer and we are committed to promoting diverse, equal and inclusive spaces.

We understand there is a need to provide opportunities for those who are currently underrepresented within the sector. We particularly welcome applications from those who identify as Black, Asian or ethnically diverse communities, D/deaf or disabled, LGBTQIA+, those with caring responsibilities and those who are from a working class or low socio-economic background.

We will work with all applicants to ensure their access needs are met during the selection and interview process and will ensure that access requirements are not a factor in our decision making. If you have any access requirements that you would like us to know about, please include these in your application. We will work with you to understand your specific needs and will be supportive in discussing these with you at any stage of the application and selection process.

APPLICATION PROCESS

To apply for the post of Development Manager please send your CV and a personal statement (no longer than two A4 pages) outlining why you are suited to the post to Claire Moran, Producer at claire@cryptic.org.uk

If you would like to discuss the role informally or would like the job description in a different format (e.g. printed, large print, plain text etc.) please contact claire@cryptic.org.uk

Please note that applicants can provide their personal statement via audio file or video. The video/audio should be no more than 2 minutes long.

As part of your application, please complete the Inclusion Form via this [link](#) – we are aiming to become more inclusive as an organisation and this information is vital to enable us to understand how we might improve our recruitment processes. The anonymised information contained in the form is not shared with the shortlisting panel or forms part of the selection process.

We look forward to receiving your application and thank you for your interest in Cryptic.

TARGET DATES

Application Deadline: **Monday 19 May at Noon.**

Shortlisting: Week beginning **Monday 26 May.**

Interviews: Week beginning **Monday 2 June.**

Please note that we cannot accept late applications.

JOB DESCRIPTION

This job description is a guide to the nature of the work required by the Development Manager. It is not comprehensive or restrictive and may be reviewed with the post holder as required.

Job Title: Development Manager	Status: 0.6
Reports to: Producer/Artistic Director	Salary: £33,000 (£19,800 Pro Rata)

1. Principal Aims of the Post

Cryptic is looking for an ambitious and experienced Development Manager to diversify and manage our fundraising across UK individual and corporate giving, charitable trusts and foundations.

2. Principal Duties

This job description outlines the principal purpose and main elements of the job at this time. It is a guide to the nature of the main duties as they currently exist but is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business needs.

2.1 Lead the development of our fundraising strategy including trusts, foundations individual and corporate giving programmes by:

- Working with the Artistic Director and Producer to develop an effective fundraising strategy with clear KPIs, targets and milestones;
- Taking responsibility for developing and implementing a new fundraising strategy, with the Artistic Director and Producer, to meet Cryptic's current and future artistic and organisational objectives;
- Devising new or refreshed individual giving models to attract new donors;
- Developing and managing an ongoing pipeline of trust and foundation applications that support the needs and future ambitions of the organisation; leading cases for support, working closely with the Artistic Director and Producer, and other team members, to draft, refine and submit major bids that are relevant, competitive and timely;
- Identifying and delivering potential corporate sponsorships, creating high-quality packages and proposals;
- Regularly making informed and compelling asks.

2.2 Maximise income raised through new and existing channels by:

- Leading on donor cultivation:
 - Working with the Artistic Director, Producer, Board Members and others to develop and manage our prospect list of potential connections, influencers and donors;
 - Developing a clear plan for cultivation that is linked to our programmes, assessing donors' motivations and identifying potential links with projects;
- Researching, maintaining and building relationships with new and existing funders and donors.
Taking responsibility for donor stewardship:
 - Compiling relevant information and data collection for accurate and regular reporting to funders;
 - Organising additional or special events and regular one-to-ones to strengthen relationships.
- Identifying opportunities and incentivising one-off donors into regular and multi-year giving;
- Identifying other timely opportunities across the organisation to support individual giving and sponsored activity;
- Working closely with the Marketing Officer to develop engaging communications plans and campaigns across all relevant activities.

3. Financial Management

- Provide accurate and efficient processing, logging, and acknowledgement of payments;
- Work closely with the Finance Manager to reconcile incoming funds efficiently and correctly;
- Comply with Cryptic's financial procedures.

4. General:

- Developing a clear understanding of the key aspects of our work and being able to articulate the vision of the organisation in a compelling and confident way;
- Working closely with the Finance Manager, Marketing Officer and Head of Evaluation and Inclusion to use and develop our CRM (Sales Force) to ensure there is a clear and documented process to record and budget for all development activity;
- Proactively analysing and monitoring performance across all development activity and reporting regularly on progress to the Artistic Director and Producer;
- Experience of managing ethics and risk;
- Complying with Cryptic's charitable objectives, financial and organisational procedures;
- Contributing to the development and implementation of Cryptic's Inclusion, Diversity Equality and Access and Green policies;
- Pursuing regular professional development opportunities;
- Undertaking any other reasonable request, appropriate to the post, made by the Artistic Director and Producer.

4. Person Specification

The ideal candidate will have:

- Experience in a similar role;
- Demonstrable experience of developing and delivering a fundraising strategy;
- Demonstrable knowledge of the latest trends in fundraising;
- The ability to think strategically and creatively about fundraising potential;
- A successful track record of fundraising across a variety of income streams;
- Attention to detail in prospect research and network mapping across income streams;
- Exemplary financial planning and budgetary management;
- Demonstrable knowledge of the principles of supporter cultivation and donor care;
- The ability to identify with the lifestyles and motivations of current donors and potential supporters;
- Inspiring and engaging writing and speaking skills to produce clear narratives of need, compelling asks and stories;
- Confidence in supporting the Artistic Director, Producer, Board members and others in fundraising, including making the ask;
- The ability to remain calm when faced with competing priorities, adjusting to changing schedules and delivering results;
- Excellent interpersonal and organisational skills, with the ability to motivate others to ensure deadlines and targets are met;
- A high-level of computer literacy including, email client software and CRM;
- A willingness to work occasional evenings and weekends, as required;
- An interest in and commitment to the arts and the work of Cryptic.

Terms and Conditions

- **Pension:** Auto enrolment into a pension scheme. Employee contribution 5% of salary and Cryptic contribute 3%.
- **Contract:** 0.6 fixed term for 1 year which will be offered on a three-month probation period after which a review will take place. There is the potential for extension, subject to review.
- **Hours:** Normal office hours are 9.30am to 6.00pm Monday to Friday. Given the nature of this post some evening and weekend working will be required.
- **Place of Work:** Ideally based in the Cryptic office at CCA, Cryptic is committed to flexible working with the aim of meeting both its and employees' needs including home working or working in another location, some of the time; compressed hours and core hours with flexible start and finish times. This post is not suitable for job share.
- **Holiday:** Cryptic's holiday year runs from 1 January to 31 December. The basic annual holiday entitlement with pay is 20 days per year in addition to 11 designated public holidays.
Annually an extra one day's holiday is accrued per full year of employment, up to a maximum of 5 days. As a bonus you are also given your birthday off and the days between Christmas and New Year.
- **Overtime:** No overtime is payable but will be given as Time off in Lieu with the prior agreement of your Line Manager.

- **Data Protection:** If you apply for a job at Cryptic, we will need to collect certain personal data and special category data as part of your application. By providing information within your application, you are consenting to its use for the purpose of processing your application and assessing your suitability to the position applied for. If your application is unsuccessful, our policy is to delete/destroy the application six months after the closing date. If we feel that your details would be useful to keep for a longer period, should an appropriate position arise in the future, we will seek your permission to maintain these records for longer than six months.



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