



MOVE | BE MOVED

Development Coordinator

Candidate briefing

September 2024

**JERWOOD
DANCEHOUSE
IPSWICH**

DANCEEAST

About the role

Having recently launched a new 2024 – 2029 fundraising strategy, DanceEast is growing its development team, which includes the creation of a new post for a Development Coordinator. The Development Coordinator will play a key role in supporting fundraising activity across DanceEast. The post is ideal for an enthusiastic individual who wants to be at the heart of driving change, and to make an important contribution to securing funding for one of the UK's most vibrant, impactful, and established dance organisations.

About DanceEast

'DanceEast has played a key part in our county and town by bringing world class dance, dancers, choreographers and designers... to Ipswich.' Gary Avis MBE

DanceEast's vision is a world where everyone can benefit from the vital and life-enhancing power of dance.

Based at the state-of-the-art Jerwood DanceHouse on the Ipswich Waterfront, and operating in the East of England and beyond, our mission is to create new and exciting ways for people to move or be moved, through participating in, experiencing, or producing dance at its very best. We promote dance as an avenue for self-expression, discovery, and fulfilment; to enhance health and wellbeing; and as a tool to unite people and communities.

Three values drive us forwards: a passionate pursuit of quality, a commitment to making dance compelling, accessible, and inclusive for everyone, and a determination to focus effort and investment where it has the greatest impact.

Our operations and strategy are informed by six guiding principles:

- To be a leading voice in dance and a principal talent and ideas incubator - delivering an accessible, inclusive, and relevant creative programme
- To be a national leader in digital dance innovation
- To be an exemplar organisation, with strategic governance, model financial and operational management and a dynamic approach to business planning
- To minimise our environmental impact
- To remain a beacon of excellence, enhancing the profile of Ipswich, Suffolk, and the East of England.

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As one of the UK's leading dance organisations and the home of dance in the East of England, our work is consistently excellent, and our impact is felt locally, regionally, and nationally. We record up to 40,000 attendances to our programme each year, including participatory activities and performances at the Jerwood DanceHouse and regional festivals. Our outreach activities focus on people facing disadvantage as well as those traditionally under-represented in arts engagement; we give more people the chance to experience and create the highest quality dance, for the greatest benefit of all. More information about DanceEast can be found at www.danceeast.co.uk.

"Dance is everything to me. Dance is expression, recovery, it's kind of [a] beautiful art form." CAT student



Far From the Norm. Mama, 2023

© Camilla Greenwell

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Development Coordinator Job Description

September 2024

Purpose of the post

The Development Coordinator will be part of a small and dynamic team responsible for delivering DanceEast's 2024 – 29 fundraising strategy. The post holder will ensure the effective administration of DanceEast's fundraising function; responsibilities will range from overseeing the organisation's membership scheme, to supporting the delivery of events, and developing impactful fundraising communications. Together with the Development Manager and Head of Communications & Development, the Development Coordinator will build momentum behind fundraising at DanceEast, to secure investment for the organisation's impactful work.

Key relationships

Internal: Development Manager, Head Communications & Development and other members of the Communications & Development team; Creative Programmes team; Sales & Venue staff; Finance staff; and other staff across the organisation.

External: DanceEast members and donors; administrators at existing and potential funding organisations.

Principle responsibilities

Administration and event support

- Provide administrative support to the Development team, including: processing grant awards and donations; maintaining accurate CRM and excel records; monitoring the Development inbox
- Administrate DanceEast's membership scheme, processing renewals, taking payments and maintaining accurate Gift Aid declarations
- Provide effective administration of DanceEast's customer relationship management (CRM) system, Spektrix
- Support the delivery of events, including: set-up/ take-down; sending invitations; liaising with colleagues regarding event logistics; managing guests lists; and drafting staff briefing notes
- Support the scheduling, preparing of, and minuting of meetings with key funders
- Research funding prospects, using online tools and newsletters
- Assist with reporting to funders and donors, collating information as required
- Creating timely donation and funding reports using DanceEast's CRM system

Communications and messaging

- Write a quarterly supporters' newsletter, support us copy for season brochures, invitations, thank you letters, and more, ensuring effective communications for supporters at all levels
- Support the creation of fundraising materials including flyers, leaflets, and posters

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- Work with the Marketing & Communications team to promote DanceEast's case for support across the organisation's communication channels, encouraging people to make donations
- Manage and update the 'Support Us' pages on DanceEast's website
- Work with the Creative Team to identify impactful case studies, testimonials, and outcomes/ impact data, to create compelling proposals for support; maintain a database of case studies and testimonials
- Support the Development Manager and Marketing & Communications team to deliver one public fundraising event annually

General

- Attend DanceEast events and performances, meeting and greeting audiences with colleagues
- Contribute to the delivery of DanceEast's Investment Principles plan
- Attend staff and team meetings
- Carry out duties and responsibilities regarding DanceEast's Equalities, Environmental, Access, Health & Safety and other policies
- Contribute to a positive organisational culture, supporting staff, looking after volunteers and student placements, and ensuring that the organisation performs at its best at all times
- Undertake other duties as may be reasonably required by DanceEast



Care to Dance? 2024

© Amy Falla

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Person specification

Attributes

- Organised, with excellent attention to detail
- Excellent verbal and written communication skills
- Knowledge of and interest in the performing arts, especially dance
- Proven team player but also highly self-motivated
- Creative thinker and problem solver
- Reliable, responsible, and conscientious
- Highly enthusiastic and motivated, and keen to learn new skills
- Able to work using own initiative, to meet deadlines
- A proactive and positive personality

Essential

- Excellent administrative and organisational skills
- Excellent time management skills with a proven ability to multitask and prioritise workloads
- Good level of computer literacy, with proficiency in MS Excel and Word
- Articulate and literate with proven written and verbal communication skills
- Good customer service skills
- Good networking skills

Desirable

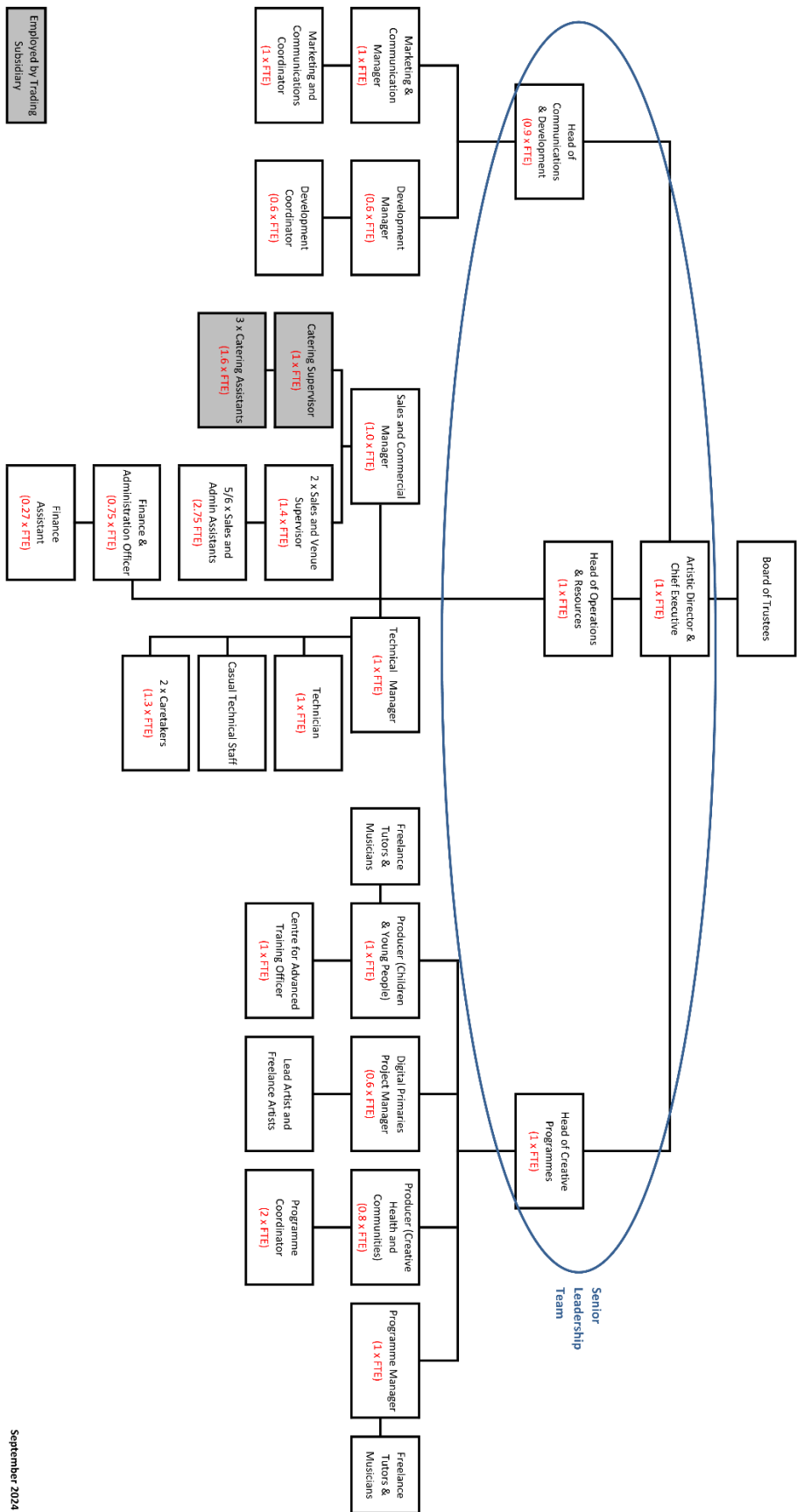
- Good research skills and experience of presenting information in reports
- Experience of using box office or CRM systems
- Experience of working in the arts sector
- Experience of working for a publicly funded body

At DanceEast we are committed to creating a diverse, inclusive workforce that is reflective and representative of the diversity of our communities.

We recognise that difference is a strength, and our working environment is one where every individual's unique contribution is valued and respected.

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Organisational structure



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Terms and Conditions

Salary:	£14,314 per annum (£23, 857 pro-rata)
Responsible to:	Development Manager
Hours of Work:	22½ hours per week, normally worked over three days.
Working Hours:	The standard working week is Monday to Friday, 9am to 5.30pm, with one hour for lunch. The organisation welcomes flexible working with daily start times of up to 10am and finish times from 4pm, and you should agree your exact working pattern with your line manager. Occasional evening and weekend working will be required.
Place of Work:	Jerwood DanceHouse, Ipswich, IP4 1DW. By the very nature of the role and organisation, office working will be the default position.
Holiday Entitlement:	20 days paid holiday per year pro-rata, increasing to 25 days per year pro-rata after two years of continuous employment; plus statutory UK bank holidays, pro-rata.
Probation period:	Three months.
Notice Period:	One week during probation period, rising to two months after successful completion of probation period.
Right to Work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to DanceEast.
Pension Scheme:	Should you meet the required criteria, as laid down by legislation, you will automatically be enrolled into a qualifying workplace pension scheme in which both yourself and DanceEast, as your employer, will make monthly contributions to. You do have the option to opt out of the scheme if you wish to.
Additional Benefits:	Complimentary tickets for DanceEast productions and classes (subject to availability); Flexible and adaptive learning and development opportunities; and Staff discount at the DanceHouse café.

**This job description is a guide to the nature of the work required of this position.
It is neither wholly comprehensive nor restrictive.**

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Making an application

Applications should be made on the enclosed application form.

Candidates should provide detailed information in their application which clearly demonstrates how they meet each of the essential criteria listed in the person specification. The shortlisting panel will assess applications solely on the information supplied, so it is essential that your responses correspond to these criteria.

DanceEast recognises the value of having a diverse workforce and is actively seeking to broaden the range of people represented in our workforce. We therefore welcome applications from candidates from a wide range of ages, backgrounds and lifestyles and make all reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

For an informal conversation about the role contact bryony.hope@danceeast.co.uk. If you have any access needs, and/or feel you would benefit from any reasonable adjustments to allow you to fully participate in the application and selection process, please get in touch with HR@danceeast.co.uk.

DanceEast is an Equal Opportunities Employer and has a Diversity & Equality Plan aimed at improving the diversity of its workforce. To ensure the effectiveness of the policy and to assist in its development, DanceEast monitors all applications for employment. You are therefore asked to complete the Equal Opportunities Monitoring Form, which will be treated as confidential and used for statistical purposes only. The form will be separated from your application and remain anonymous before your application is reviewed by the selection panel.

The [Application Form](#) and [Equal Opportunities Monitoring Form](#) should ideally be completed electronically and emailed to HR@danceeast.co.uk; or sent by post to Bill Armitage, Head of Operations & Resources, Jerwood DanceHouse, Foundry Lane, Ipswich IP4 1DW, marked 'Private and Confidential.' Please note that CVs will only be considered when attached to a fully completed application form.

Completed applications must arrive at DanceEast by 10.00am on Monday 21 October. Successful candidates will be invited to an interview at the Jerwood DanceHouse on Thursday 24 or Friday 25 October.

*Cover photo: Underwater by Xenia Aidonopoulou and Georgia Tegou
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