

JOB DESCRIPTION: Strategic Projects Director

Responsible to: The Director

This is a senior position and the person appointed will be expected to work closely with the Director to ensure the effective delivery of Sampad's artistic vision and sectoral development, whilst moving forward the organisation's business plan and overseeing its financial, contractual and legal obligations as a charity and employer.

KEY ACCOUNTABILITIES:

- To contribute, as a member of the senior management team, to the overall development, planning and operation of Sampad
- Plan and manage financial, operational, marketing and personnel matters
- Ensure the effective implementation of strategies and policies
- Lead and participate in artistic projects when appropriate
- Deputise for the Director in these areas as appropriate

SPECIFIC DUTIES

◆ **Policy, strategy and planning**

- Work with the senior management team, to devise policies, strategies and long-term plans for approval by the Board, and in particular to prepare elements of those plans relating to finance, fundraising, and resources.
- Determine, with the senior management team, a viable programme for each year and advise the Board accordingly
- Secure the core financial resources necessary for the implementation of Sampad's plans

◆ **Management and operation**

- Enable the Board and sub-committees to have an overview of Sampad's work
- Oversee the day-to-day operation of Sampad's office and its work
- Maintain tenancy arrangements, negotiate in respect of building related services, and ensure adherence to all health and safety procedures and ensure that the company meets all legal requirements and undertakings

Artistic Production

- Lead and participate in artistic projects in agreement with the Director as and where appropriate
- Contribute to and develop artistic projects and outputs including Talent Development
- Develop partnerships and co-commissioning relationships locally and nationally

◆ Finance

- Ensure production of accurate management and project accounts
- Ensure effective operation of the accounting system by the Management and Finance Administrator and ensure adherence to agreed financial procedures
- Produce draft annual accounts, and make arrangements for their audit
- Provide financial and statistical reports for funders as required

◆ Fundraising

- Lead and oversee the planning and operational processes for raising funding from trusts, foundations, corporates, individuals, and other sources
- Oversee the research and administration of fundraising activities including the development and management of an effective CRM system
- Ensure that fundraising planning is integral to broader strategic, artistic, and communications plans
- Oversee the planning and delivery of cultivation events
- Develop new, and strengthen existing relationships with a view to identifying income

◆ Marketing

- Develop, with the senior management team, strategies for marketing and audience development.
- Oversee the implementation of plans for the general marketing of Sampad
- Assist in the development of marketing plans for particular projects and promotions
- Liaise with, and represent Sampad on, appropriate external organisations and marketing agencies

◆ **Personnel**

- Develop and maintain policies and procedures representing good practice in respect of personnel and HR matters

◆ **Other**

- Further the implementation of Sampad's equal opportunities policy
- Ensure that your own personal development is maintained in terms of knowledge, managerial and specialist abilities relevant to Sampad.

PERSON SPECIFICATION: Strategic Projects Director

Essential experience and skills

- Experience of managing arts projects
- Experience of overseeing the operation of a small office and staff
- The ability to work as a member of a team on strategic and planning issues
- Good understanding of cultural and artistic offer in Birmingham and the region
- Good understanding of financial issues and of public funding
- Experience of fund-raising and sponsorship
- Experience of the preparation of budgets and financial reports
- The ability to work methodically and to deadlines
- Reasonable IT, communication and presentational skills
- An understanding of marketing and audience development

Desirable experience and skills

- Experience of overseeing book-keeping through to draft accounts
- Experience of working with a Board and committees
- Experience of personnel issues and the ability to lead, motivate, and develop staff
- Experience of recruiting and managing consultants and freelance staff
- A knowledge of, and commitment to the development of, South Asian arts