

## HEAD OF PARTNERSHIPS, BRADFORD 2025

In September 2019, Bradford formally launched a bid to be UK City of Culture in 2025. Bradford Culture Company Ltd is the company created to deliver Bradford's bid for the title.

We seek a Head of Partnerships to work with the Bid Director, bid colleagues, Board members and steering group members to develop and execute a partnership strategy to secure a wide range of partners across the district, regionally and nationally in support of the bid including fundraising, promotional and media partners, private and public sector partners for both the bid period and secure future commitments in the event of a successful designation.

The successful candidate will be a skilled strategic thinker with equally strong tactical skills and experience of writing compelling funding proposals and making fundraising approaches from a range of traditional and non-traditional sources. They will be able to demonstrate an innovative and proactive approach to income generation and developing partnership activities across a wide range of stakeholders and will have a track record of working in a small team delivering against challenging targets.

The role is a 12 month engagement and can be full time or a flexible part time position, a freelance engagement or a secondment and can be undertaken through a combination of home-based or remote working by agreement, details of which will be discussed with candidates during recruitment.

There will be times when weekend /evening work is required to attend meetings or consultation events for which time off in lieu should be claimed. The position has an entitlement of 25 days' paid holiday days '*pro rata*' per year. There is no expectation of overtime.

### KEY ROLES & RESPONSIBILITIES

- To develop and deliver enterprising partnership and fundraising strategies for both the bid period to December 2021 and in support of the delivery plan for Bradford 2025 as the bid develops.
- To develop and sustain relationships with trusts and foundations, major donors and corporates, including local authorities, regional public sources, health agencies, local and national trusts and foundations, media and promotional partners, private sector sponsorship and philanthropic organisations and private individuals.
- To develop creative, imaginative and impactful partnerships with other collaborators, companies and organisations from both the public, voluntary and private sector including promotional partnerships to drive widespread public engagement for the bid across the district, the city region and nationally
- To set up and lead meetings with key prospects, funders and other partners.
- To prepare and submit well-written, persuasive and compelling funding applications of the highest standard.
- To work to realistic and credible targets.

- To work with and provide support to Bradford 2025 fundraising advisors and fundraising colleagues from the steering/advisory groups and board members.
- To represent the Bid at internal and external meetings and events.
- To maintain effective analysis of our fundraising and partnership activities to enable monitoring and to inform future fundraising, and to ensure the database of donors and supporters is kept up to date at all times.
- To collaborate on the bid-writing process in the lead up to the submission in particular focussing on creation of a credible fundraising and partnership strategy for the CoC delivery period 2022-2025
- Represent the bid in local, regional and national media and other fora as appropriate.
- To develop an understanding of the City of Culture brand and process and act as an ambassador for Bradford 2025 including making presentations to a wide range of audiences.

#### **YOU WILL HAVE:**

- An interest or passion for arts, culture and heritage and experience of successful business development, fundraising, philanthropy and partnership working in this or an allied sector.
- Experience of writing compelling funding proposals and making fundraising approaches.
- Ability to demonstrate an innovative and proactive approach to income generation and developing imaginative partnership relationships.
- Strong verbal communication skills.
- Exceptional writing skills, with the ability to collate detailed information and present it in a concise and engaging manner.
- Excellent time management skills, with the ability to work on multiple projects at the same time.
- Keen attention to detail with a commitment to achieving excellent standards.

#### **IDEALLY, YOU WILL ALSO HAVE:**

- Knowledge of the Bradford District, Yorkshire and UK cultural infrastructure.
- Experience of sustainable fundraising from a wide range of different sources

#### **YOU WILL BE:**

- Flexible.
- Hardworking.
- Ambitious and energetic.
- Used to working on multiple workstreams.

#### **SALARY: £30,000 per year**

Bradford Culture Company is a **values-driven organisation** that recognises the diversity of the people and the communities of the district. Bradford Culture Company will pursue a commitment to equality across the range of the organisation's activities providing a focus for making our district a fairer and more equitable place and improving the cultural quality of life for everyone. We will aim to eliminate discrimination, advance equality of opportunity and foster good relations across all protected characteristics in all its activities including decision-making, policy development, budget-setting, procurement and commissioning, service delivery, volunteers, partners and supplier relations and in employment practices.