

Job Description

Job title: Development Director
 Reporting to: Chief Executive
 Staff responsible for: Media Arts Producer, Education & Community Production Team, Fundraising Co-ordinator
 Functional responsibility: Drive business development and manage Broadway's programme of project innovation, partnerships, new revenue opportunities, research and development.
 Hours worked: 37.5
 Salary (£30-£34K)
 Date issued: 26/01/2012

Duties & Measures	Job objectives and outcomes
<p>Duty 1</p> <p>Measures</p>	<p>Lead and manage Broadway's portfolio of Business Development projects, initiatives and opportunities, including -</p> <ul style="list-style-type: none"> • Effective management of business development programmes supporting entrepreneurship in the creative and digital economies • Provide management support for ACE NPO supported programme of digital and media arts • Offer strategic guidance and fundraising acumen in supporting new developments in educational engagement and community based film and media initiatives • Manage, develop and promote the business, cultural and social opportunities presented by Broadway's access to superfast fibre broadband • Identify and develop new business opportunities provided by Broadway's position as a founder partner in the UK cross art venue network (CAVN)
<p>Duty 2</p> <p>Measures</p>	<p>Encourage and drive new business innovation and income generation across Broadway's public programme, education engagement and operations</p> <ul style="list-style-type: none"> • Establish programmes of Research and Development working with the Higher Education sector that support Broadway's objectives for continued innovation • Develop excellent relationships with private sector creative and technology industry partners to encourage business diversification and growth

	<ul style="list-style-type: none"> • Develop a vibrant culture of innovation within Broadway , providing opportunities for staff, tenants and partners to actively contribute • Regular communication and collaboration with the Chief Executive, presenting and developing new creative and business development ideas and projects
Duty 3 Measures	Effectively develop, prioritise and manage projects to achieve Broadway’s business and growth strategy <ul style="list-style-type: none"> • Turn innovative ideas and other opportunities into viable project proposals, by clarifying the opportunity, financial and cultural impacts, and the key personnel, developmental and financial resources requirements • Prioritise proposed projects, maintaining a balance of cultural and commercial prospects, taking into account impact and resource availability • Regular communication and collaboration with the Chief Executive on identifying how projects are evolving and suggest improvements as they arise • Present proposed project opportunities to Broadway Board and establish a go/no go decision making process • Once projects have been approved, prepare detailed project plans and critical milestones, as well as specific expected deliverables • Manage project resources (including self) to ensure timely delivery at each milestone • Regularly review resources, including financial, in order to generate profitability (artistic, cultural and economic) and measure the impact from projects • Maintain a flow of projects on an on-going basis
Duty 4 Measures	Develop and manage Broadway’s strategic partnerships with local, national and international institutions and enterprises <ul style="list-style-type: none"> • Develop and maintain excellent stakeholder relationships with relevant local, national and international strategic and investment partners • Establish new relationships leading to revenue opportunities with local, national and international organisational partners in film, culture and the arts including festivals, producers and venues • Achieve new revenue opportunities through joint learning programmes with Higher Education establishments including (but not limited to) NTU and the University of Nottingham
Duty 5 Measures	Financial reporting and Board accountability <ul style="list-style-type: none"> • Ensure that project budgets are realistic, monitored, that appropriate investment income is sought and secured and income and expenditure targets are achieved • Report to the Chief Executive and Board of Trustees on progress of existing projects and the opportunities for new developments and innovation • Evidence of linking business development and project portfolio to Broadway’s organisational strategy
Duty 6 Measures	Effectively lead the projects and innovation teams to deliver their job roles <ul style="list-style-type: none"> • Project managers understand their roles and how they fit with Broadway’s vision and strategic direction • Project managers are trained in staff and performance management,

	<ul style="list-style-type: none"> • Project managers are effective, motivated and fully supported in their day to day activities
Duty 7 Measures	Be a positive contributor to the Senior Management team <ul style="list-style-type: none"> • Share responsibility with and support other members of the Senior management team • Attend Board meetings, management meetings, conferences and other events as required • Present innovative and creative ideas to increase income revenue from Broadway's core customer facing activities such as the cinema and café bar operations • Clear and timely reporting on all aspects of progress and management of projects and innovation
Duty 8 Measures	General requirements <ul style="list-style-type: none"> • Manage own workload effectively • Able to use Microsoft Office and Outlook • Be largely self-servicing in terms of office administration • Be committed to, and actively involved in, excellent customer service and best practice in both internal and external communications. • Attend and initiate appropriate staff management meetings • To receive supervision and appraisal and be committed to own development • To be committed to and work within Broadway policies and procedures