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## **JOB DESCRIPTION**

**Job title:** Development Officer

**Line Manager:** Head of Development

**Salary:** £24,000 per annum

**Status:** Full-time, permanent contract

**Direct Reports:** Temporary staff attached to EIFF and other specific projects

### **Application**

**Deadline:** 12noon, Monday 30th August 2021

**Interviews:** Thursday 9th September 2021 in Edinburgh



## **The Role and Person**

The charitable work and success of the CMI (Filmhouse Cinemas and Edinburgh International Film Festival) depends on an exceptional development and fundraising team that can help sponsors, donors and public funders match their ambitions to CMI's vision and purpose.

We are looking for a committed and highly driven Development Officer who will work with the Head of Development and the wider team in initiating, developing and managing relationships with existing and potential funders, donors and sponsors – covering public funders, individual giving, trusts and foundations, corporate sponsors and private donors – promoting the work of the CMI and seeking support for its programmes, projects and activities.

You will have experience of fundraising and stakeholder management in the arts or charity sector, be passionate about the organisation's vision and values, and have the personal attributes to work across a wide range of partners and stakeholders internally and externally.



The CMI believes that we will be stronger with greater diversity at all levels in the organisation and therefore welcome applications from those who bring difference.

### **Centre for the Moving Image (CMI)**

The CMI incorporates Scotland's leading independent cinema, Filmhouse, the world's longest continually running film festival, Edinburgh International Film Festival, the Filmhouse Café Bar, and the home of film in Aberdeen, Belmont Filmhouse.

We have a vision to transform people's lives through film. Each year we bring hundreds of wonderful films, seasons and special programmes, curating some of the most diverse film programmes in the UK. But we're more than just great films - we're cultural and community hubs, we support local artists and cultural partners, our education programme inspires thousands of young people each year, and our industry programme helps filmmakers find their way in the film industry.

Our film festival shines a light on voices from around the world and brings some of the most exciting filmmakers

right here to Edinburgh. Our cinemas are trusted guides, taking you on a journey to discover your next favourite film and connect with like-minded film lovers. Whether you want to watch, learn about or make films, we're here to inspire, entertain and help you.

### **Purpose of role**

Reporting to the Head of Development, the Development Officer is responsible for initiating, developing and managing relationships with existing and potential funders, donors and sponsors – covering public funders, individual giving, trusts and foundations, corporate sponsors and private donors – promoting the work of the CMI and seeking support for its programmes, projects and activities.

Each member of staff has an individual and collective responsibility to promote the purpose, values, vision and aims and objectives of the Centre for the Moving Image.

## **Key Result Areas**

- Contribute to team achievement of revenue targets
- To identify and secure new funding partners, including corporate sponsors, trust and foundations, cultural funders, and individual donors
- To maintain and develop agreements with existing funding partners, including corporate sponsors, trust and foundations, cultural funders, and individual donors
- To provide an excellent service to all Partners, ensuring all contracts are delivered, benefits are received, and reporting is completed accurately and on time

## **Responsibilities**

### **Creative Programme**

Identify, develop and implement opportunities to connect the work of the CMI to the needs of existing and potential funders, donors, sponsors and partners, through:

- Liaising closely with the Creative Programming Team in understanding the breadth of their programme and identifying opportunities for maintaining and developing funder, donor, sponsorship and partnership opportunities and support;
- Identifying, researching and developing new income streams to support Belmont Filmhouse, Filmhouse Cinema and EIFF;
- Assisting with delivery of Filmhouse and Belmont Filmhouse events throughout the year;
- Co-ordination and management of funder, donor and sponsorship events throughout the year;
- Co-ordination and management of events throughout EIFF;
- Building and promoting innovative and exciting case studies;
- Promoting and delivering excellence in donor/funder/sponsor stewardship;
- Working with festival production team in negotiating facilities' contracts, including for example, hotels and venues.

## **Organisational Development**

Contribute to the development of the CMI as a business:

- Contribute to departmental operational planning
- Contribute to the construction of funding applications
- Producing regular reports on activities for the Head of Department
- Producing reports for donors, funders and sponsors
- Line management of staff and volunteers as required
- Identification, recruitment and account management of corporate partners, sponsors and legacy donors
- To deliver projects against agreed targets, performance indicators and schedules
- Liaise with Marketing department to ensure sponsor and funder specifications are agreed
- Contribute to the writing of sponsorship agreements
- Contribute to ensuring that CMI databases are maintained and kept up to date
- Co-ordinate the financial administration of relevant funding, sales and sponsorship agreements, including raising invoices and draw down requests, working closely with the Finance team.
- Communicate effectively with colleagues and departments across the CMI to share information,

achieve deadlines and promote a positive working environment.

- Attend meetings and provide progress and financial reports as required.
- Contribute to the successful delivery of projects across the CMI.
- Any other tasks as required in line with the priorities of the Development Team.

## **Environmental Sustainability**

- It is the responsibility of all staff to minimise the CMI's environmental impact wherever possible and adhere to the company's Environmental Policy. This will include:
  - recycling;
  - switching off lights, computers, monitors and equipment when not in use;
  - helping to reduce paper waste by minimising printing/copying and reducing water usage;
  - reporting faults and heating/cooling concerns promptly;
  - minimising carbon footprint when travelling.

- Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

## **Skills & Experience**

### **Essential:**

- Experience of working in a sales or fundraising environment.
- Ability to work to a high standard under pressure to ensure deadlines and targets met.
- Exceptional relationship management skills.
- An understanding of corporate sponsorship and the opportunities this presents to corporate brands.
- Excellent communication and interpersonal skills.
- Experience of maintaining excellent working relationships with a variety of funding partners (corporate sponsors, trusts and foundations, cultural funders and/or individual donors).
- Strong administrative and word processing skills.
- High level of literacy and report writing.
- Excellent problem solving and creative thinking skills.

## **Desirable:**

- Knowledge of grant-making organisations.
- Previous experience of working in an arts, festival, or cultural environment.

## **Competencies**

### **Managing Work**

- Quickly determines tasks and resources
- Schedules work
- Develops time lines
- Co-ordinates resources
- Ensure effective completion of work through use of own and others' time

### **Change Management**

- Challenges assumptions
- Recognises organisational opportunities
- Thinks expansively
- Encourages and rewards innovation

## **Valuing Diversity**

- Actively values others contributions and treats people fairly
- Creates an environment that appreciates diversity
- Challenges unfair behaviours and practices both internal and external

## **Decision Making**

- Makes effective decisions which balance the varying demands of interested bodies and cost management
- Understands risk/opportunity balance
- Develops and considers alternative solutions

## **Teamwork**

- Actively collaborates through communicating fully and openly, while showing respect for others
- Communicates fully and openly
- Balances all needs
- Facilitates goal accomplishment
- Ensures necessary team support and infrastructure in place

## **Equal Opportunities Policy Statement**

CMI is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly. It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. This policy is written in consideration of the Equality Act 2010.

## CMI Values

At the CMI we are proud to work as a team and have developed a set of company values. They underpin everything we do, and tell you about how we work at the CMI:

- We are **inclusive**
  - We are open, accessible, and respectful
  - We believe in diversity and are committed to equality
  - We believe in working collaboratively with individuals and organisations in making a positive difference
  - We will actively seek out and work with people and organisations with a wide range of voices, with different experiences and from different backgrounds to ensure that our work is authentic
- We are **innovative**
  - We are focused on artistic quality and excellence
  - We are bold, creative and passionate
  - We are inquisitive, challenging and risk taking
  - We believe in understanding the present and shaping the future
  - We believe in the power of film to change lives
  - We are confident, positive and a leader



- We have **integrity**
  - We are professional, accountable and transparent
  - We are authentic, engaging and honest
  - We believe in independence of voice and genuine choice for audiences
  - We believe in developing and delivering our strategy sustainably – for the organisation, for the environment, for society

## **Formal Collaborations**

Filmhouse is a founding member of the Edinburgh Cultural Venues Group, Edinburgh International Film Festival is a founding member of Festivals Edinburgh, and Belmont Filmhouse and CMI are founding members of Culture Aberdeen.

## **Location**

Like many organisations, COVID-19 has made us a much more flexible workplace but we would expect the successful candidate to be located in Edinburgh, with the ability to travel within Scotland and the UK.



## **Application process**

Please submit an up to date CV and covering letter, explaining why you think you are suitable for the role and why you want it, at

<https://hr.breathehr.com/v/development-officer-18151>.

Your application will be treated in strict confidence.

## **Application deadline**

All applications should be received by 12noon, Monday 30<sup>th</sup> August 2021.

## **Interviews**

Interviews will be held in Edinburgh on Thursday 9<sup>th</sup> September 2021.

## **Start Date**

It is anticipated that the successful candidate will be available to start in October 2021.