



centre
FOR THE **moving**
image

Job Description

Job Title:	Development Officer
Line Manager	Head of Development
Salary:	Up to £23,000 depending on experience
Status:	Full-time, permanent contract
Direct Reports	Temporary staff attached to EIFF and other specific projects
Application Deadline:	12noon, Monday 5 th March 2018

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Centre for the Moving Image

The Centre for the Moving Image (CMI) is a national organisation with bases in Edinburgh and Aberdeen. It is aiming to use film in all its guises to transform people's lives – through the watching, making and understanding of film.

The CMI has undergone significant change and growth since it was established from the merger of Filmhouse and Edinburgh International Film Festival seven years ago in 2010. This has seen its turnover increase by 80%, its reach becoming genuinely national, and its influence being felt both directly and indirectly through the range of sectoral partnerships it is involved in.

The CMI currently 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 Belmont Filmhouse in Aberdeen.

The CMI is a founding member of Scottish Film Limited (along with Dundee Contemporary Arts, Eden Court and Glasgow Film), delivering the Scottish Film Education Programme, is working in partnership with Hopscotch and Digicult in delivering the Scottish Film Talent Network, is a founding member of the Edinburgh Cultural Venues Group, and is a founding member of Festivals Edinburgh.

Purpose of role

Reporting to the Head of Development, the Development Officer is responsible for co-ordinating activities related to income generation, in-kind support and partnerships across the CMI.

The Development Officer will contribute to the continued delivery of the CMI's development and partnership strategy, developing and managing relationships with existing and potential donors, funders and sponsors – trusts and foundations, corporate, cultural and private – 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 values, vision and aims and objectives of the Centre for the Moving Image.

**FILMHOUSE**

**BELMONT**
FILMHOUSE



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

The purpose of the role is to contribute to the team's success in maintaining and developing relationships with the CMI's various partners, and to maximise the revenue brought in by the department to support core activities across the business.

Principal responsibilities:

- Identify, research and develop new funding relationships to support the work of the CMI's Festival, Cinema and Audience Development, Education and Learning, and Industry and Talent Development strategies.
- Manage relationships with a portfolio of existing Partners, with ultimate responsibility for their renewed support of the CMI.
- Identify and secure in-kind partnerships.
- Generate additional income through advertising and other B2B sales.
- Support the development of progress reports for funders and other external stakeholders, working closely with relevant teams across the CMI.
- Co-ordinate relevant Development events and hospitality activities year-round.
- Support relationships with key stakeholders year round (and during EIFF) and, where appropriate, representing the CMI at external events.
- 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.

General responsibilities:

- 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 were established in 2017 so we are still working to fully integrate them into our business but they underpin everything we do, and tell you about how we work at the CMI:

- **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
- **inspiring**
 - We are focused on artistic quality and excellence
 - We believe in the power of film to change lives
 - We are confident, positive and a leader

- **innovative**
 - We are bold, creative and passionate
 - We are inquisitive, challenging and risk taking
 - We believe in understanding the present and shaping the future
- **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

Location

This job is located in Edinburgh, but will require the ability to travel within Scotland and the UK.

Application process

Please send an up to date CV and covering letter, explaining why you think you are suitable for the role and why you want it, to juliet.tweedie@cmi-scotland.co.uk with “CMI Development Officer” in the subject box of the email. Your application will be treated in strict confidence.

Application deadline

All applications should be received by 12noon, Monday 5th March 2018.

Interviews

Interviews will be held in Edinburgh w/c 12th March 2018.

Start Date

It is anticipated that the successful candidate will be available to start in April 2018.