



DEVELOPMENT COORDINATOR

ROLE FEATURES

- 8 days per calendar month rolling freelance contract (minimum of 4 months).
- Fee £1200 per month inclusive of VAT.
- Flexible working hours.
- Remote working with office/meeting space available.
- Room for role to become PAYE and build up to fulltime as we continue to grow.

ABOUT THIS ROLE

Made By Mortals has built a strong track record over the past four years and is now starting to build a good pipeline of funders, partners and customers. Your job will be to identify the right opportunities and secure the resources to carry our work forward. You will work closely with MBM director Paul, who leads on business development. You will also be a fundamental part of a small team, including company director Andy, project coordinator Jenny, bookkeeper Vikki, PR/Comms Carolyn and podcast marketing Vic.

To do that, you will need to be a **powerful communicator**, in writing and in person, and someone who can talk to and relate to **people from all backgrounds**. You will be outgoing, with an organised, collaborative approach and an **authentic communication style**. Crucially, we need a **people-person**: someone who can guide partnerships including with corporations, Councils and long-established community groups. We also need a **numbers person**, someone methodical, target focussed and strategic, who can work with our directors to drive a shared vision. And we need a **self-starter**: someone committed, tough, and focused working alone as well as collaboratively as part of a small team.

Finally, but importantly, we need someone who **understands and is motivated** by creating social change and the issues we work on. In particular someone who is passionate about and can **clearly promote** our vision for building connections and enacting citizenship through creativity

IN THIS ROLE YOU WILL

Raise at least £100,000 a year.

- **Identify opportunities for new grant funding and compose applications** to trusts and foundations, councils, health and social care orgs and potential corporate/community partners – which play to the strengths of Made By Mortals, values, ethos and style;
- **Identify new relationships and opportunities**- establish a Made By Mortals network of corporate supporters and/or community fundraising strategy, depending on identified growth areas;
- **Manage and maintain relationships** with new and existing partners, funders and customers;



- **Apply proven communications tools and techniques** – including working in partnership with our PR and Marketing teams to create and curate content for our Website, Twitter, Facebook, YouTube and email channels – to tell stories that celebrate our work;
- **Occasionally support events and other team members** with the implementation of the rest of Made By Mortals activities – including live shows and conference events.

YOUR SKILLS AND EXPERIENCE

- **You have experience working as a fundraiser** at a growing charity, arts organisation and/or social enterprise;
- **You are outgoing and confident** with the appropriate style to ensure Made by Mortals is noticed amongst the competition and with busy people and partners.
- **You are professionally agile**, and able to adapt to the rapidly changing needs of a growing organisation;
- **You have high quality written skills**, and are confident in writing bid applications to funders and creating important materials to promote the work of Made By Mortals externally;
- **You are comfortable working alone** as well as in a team;
- **You're an authentic, high-quality communicator and storyteller** – with the ability to build relationships with diverse groups effectively and appropriately;
- **You have a good understanding of the cultural and socio-economic challenges** facing Greater Manchester – and can build relationships with people from all backgrounds;
- **You have high standards and aspirations for your life and career**, and want to make a lasting contribution to a rapidly growing organisation working on one of the defining issues of our time;
- You are able to obtain high quality references.

ABOUT MADE BY MORTALS

Made By Mortals (MBM) create immersive (stuff that gets you right involved in the action) podcasts, films and musical theatre shows in collaboration with world-class professional artists, health and social care organisations and a wonderful mix of community participants.

Take a look at our new video, explaining our approach and introducing you to some of the people we work with – https://www.youtube.com/watch?v=403_JepBkW4&feature=youtu.be.

Our mission is to cultivate creative citizens (we also love alliteration!). **'Cultivate'** because our work is about empowerment and shared ownership for the common good. **'Creative'** because our work provides space for people to hone and practice their creativity no-matter their ability or past artistic experience. **'Citizens'** because we believe that people can use their creativity to take an active role in society and bring about change through sharing



stories, imaginations and experiences in an accessible and meaningful (and don't forget fun) way.

Our work mixes up performers, creators and audiences alike in a way that makes everyone feel like they own bit of it. We try our utmost to make stuff as participatory as possible and as useful as possible to our partners and the people that make it.

Co-production, co-design and community (I told you we like alliteration) is at the heart of what we do. We provide a service that **'brings people's experience to life'** through creativity and in doing so helps life make a bit more sense and the world become a bit more of a happier and fairer place to be.

MBM has more than doubled its reach, impact and turnover year-on-year since it became MBM in 2017. Since March 2020 we have co-produced 8 podcasts collaborating with 80 community participants with a diverse range of lived experience and 14 professional artists. Through podcast apps and online events/workshops this work has reached over 30 health and social care orgs, over 100 people supported by those orgs, over 3000 school children and had over 15000 listens. One of our podcasts reached number 17 in the UK podcast charts for Stories for Children. We also have listeners worldwide including in France, India and The U.S.A. Before the pandemic we supported hundreds of people to create live music theatre shows working in partnership with a wide range of partners.

We are now looking to **expand our approach and reach** and look to more effectively support system & social change in the areas we work. As part of this, we have recently formed a number of strategic partnerships with statutory orgs, VCSFE orgs and universities.

Made By Mortals is therefore at a moment of opportunity to make an even bigger difference in the future, and we're looking for new colleagues who can help us to achieve our mission of cultivating creative citizens.

"It's allowing yourself to be part of something bigger than yourself" Katie, participating whilst shielding.

Please see our website for more information about our programmes and activities www.madebymortals.org

MBM are committed to diversity and equality of opportunity and particularly welcome applications from those who are underrepresented in the arts sector.

Please submit your CV and one page on how your skills and experience meet the job description. Please email this to Jenny at jenny@madebymortals.org by Friday 23rd April. Interviews at Guide Bridge Theatre (our base) in Audenshaw on Friday 30th April followed by an opportunity for some of our community participants to meet you over Zoom on Friday 7th May.