

Earthen Lamp

Development Manager



Location: Home-based, with some travel to client locations
Reports to: Director
Manages: Development Executive,
Marketing Assistants, Marketing and PR
consultants
Salary: £33,405 - £35,256 (pro rata)
Terms: 2 days per week, 0.4 FTE (12 months contract)

About Earthen Lamp

Earthen Lamp exists to bring bright thinking to cultural and heritage organisations and creative businesses. What sets us apart is our straight-talking approach, our experience, and our determination to tackle any challenge with gusto. We believe that simple ideas and solutions can light up the darkest corners and solve complex issues. Our team of experts help creative, cultural and heritage bodies make informed decisions and gain new perspectives, and we do this in keeping with our values of **agility, integrity** and **simplicity**.

At the heart of our work is a deep knowledge and understanding of the cultural sector, the policy context, and the creative industries and allied sectors. This comes from our expert staff and their interest and commitment to these sectors. The people at Earthen Lamp and our combined experience are the core strengths of the company and make us stand out in a crowded marketplace.

About the role

The Development Manager is a new role at Earthen Lamp to lead the development strategy of the company, which includes new business generation, marketing and PR. Working with the Director, the Development Manager will oversee the marketing and business generation activities of Earthen Lamp, including the development of pitches and proposals for new business. You will join the core management team of three alongside the Director and Research Manager.

Key responsibilities

Business development

- Work with the management team to identify opportunities for business growth including identifying new clients.
- Develop client proposals and presentations.
- Attend interviews and pitches for new business, and client meetings as required.
- Contribute to the development of the training function and services of the company.
- Monitor the completion of tasks and ensure good performance and record on an appropriate system.

Promoting Earthen Lamp

- Support market development and develop a marketing strategy for the company.
- Supervise marketing activities and campaigns.
- Manage the Marketing Assistants, external marketing and PR consultants and contractors.
- Lead on the production of marketing and advocacy documents and training materials.
- Lead on the development of proposals for new research and training projects.

Maintaining our expertise

- Be a recognised expert in the creative cultural industries, by keeping in touch with industry norms and influencing current trends.
- Promote and ensure the high quality of all development activities undertaken, and the outputs produced by Earthen Lamp.
- Manage and develop the skills and capabilities of the development team and functions at Earthen Lamp.
- Deliver and support the development of training and skills development activities to team members and to clients.

Other activities

- Represent Earthen Lamp at events, conferences, and networking sessions.
- Perform other duties as reasonably assigned from time-to-time.
- Support business planning activities and risk management.

About You

We're looking for an individual who:

- Has a demonstrable experience of marketing and business development
- Appreciates the role of research and strategy for development of organisations
- Has an understanding of the opportunities and challenges of working in a busy, commercially focussed consultancy
- Is keen to be part of a flexible and remote working team
- Can use their initiative, put forward ideas and manage their own workload as well as that of a small team
- Is growth driven and ambitious
- Is collaborative, forward thinking and practical.

Benefits and Rewards

You will benefit from:

- Monthly working from home allowance
- 25 days annual leave pro rata per annum (plus Bank Holidays)
- Fully flexible working pattern
- Auto enrolment into a workplace pension scheme for all eligible staff
- Enhanced Sickness Allowance
- Private Medical Care
- Employee Assistance Programme
- Commitment to and budget for career development identified through yearly development review.
- Support for personal growth and development, whether that be diverse skills development, volunteering, or extended time off for travel (length of service dependent).
- Regular and supportive feedback and appraisals

In return, we ask that all staff:

- Remain committed to learning and development, of themselves and their team.
- Work collaboratively and engage with others.
- Respect and promote diversity and inclusion.
- Act and behave according to Earthen Lamp's values.

We are an equal opportunities employer

We are committed to a policy of Equal Employment Opportunity and are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

We are a Living Wage employer

Earthen Lamp has been accredited as a Living Wage Employer. Our Living Wage commitment sees everyone working at Earthen Lamp receive a minimum hourly wage higher than the government minimum for over 25s, which currently stands at £10.90 per hour.

Application process

Please send a CV and covering letter or video presentation of up to five minutes telling us why you are interested in this role and how you can contribute to the future of Earthen Lamp.

Please send your application or any queries about the role to joinus@earthenlamp.com

Closing Date for Applications: 7 August 2023

Interviews: Week beginning 14 August 2023