

RECRUITMENT PACK

Development Officer – Full time
August 2026



HOME

WELCOME

Thank you for your interest in the role of Development Officer at HOME.

HOME is Manchester's beating heart for theatre, film and art. It's an everyday escape, a space which invites everyone in for conversation, creativity, culture and connection. At HOME, you can discover new dimensions, old favorites and everlasting stories.

HOME is Manchester's premier arts centre and a registered charity, welcoming over 7 million visitors since opening. HOME features two theatres, five cinemas, an art gallery, and a popular restaurant. HOME collaborates with artists from both the UK and around the world to produce and present exceptional visual art, cinema, and theatre experiences. Placing a strong focus on UK theatre, international works, new commissions, and artist development, HOME is deeply rooted in the community, pushing creative boundaries, embracing experimentation, and sharing bold, exciting art with as wide an audience as possible.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500-seat proscenium arch, T1; and c.130-seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m² contemporary visual art space
- Digital platforms
- Artist development and engagement spaces
- In youth and education settings and within communities across Manchester

Every year, the Development Team fundraises over £800,000, inspiring donors to support a range of activities including our high-quality public programme, and Artist Development and Creative Engagement programmes, widening access to the arts and supporting Manchester's next generation of creative talent.

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact recruitment@homemcr.org.



Equality at HOME

HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.

We want our workforce to reflect on the diverse communities of Greater Manchester, and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, Deaf, disabled applicants, individuals from lower socio-economic backgrounds, and people from the LGBTQIA+ community.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



KEY INFORMATION

Salary	£28,450 per annum
Contract	Permanent
Hours of work	40 hours, including 1 hour paid lunch breaks. Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked with your Line Manager's agreement.
Place of work	HOME's offices are at 2 Tony Wilson Place, M15 4FN
Holidays	25 days per annum plus statutory holidays (pro rata)
Pension	GMAC offers a pension with a 3% company contribution, available to those who are eligible
Other benefits	Limited home working Flexible working requests Discounted cinema and theatre tickets Employee Assistance Programme Option to purchase additional holidays Birthday day off Cycle to work and Tech scheme to those who are eligible after probation
Probationary period	3 months
Notice period	1 month during probationary period, 6 weeks thereafter

JOB DESCRIPTION

Purpose

As Development Officer, you will have responsibility across the breadth of fundraising, developing and maintaining strong relationships with new and current donors, particularly at mid-levels of support. As part of a team of five fundraisers, you will work creatively to achieve growth in your areas of responsibility and take an active role in achieving the department target.

Team	Development
Reports to	Development Manager (Corporates & Individuals)
Working closely with	Development Assistant Development Manager (Trusts) Communications team

Main duties

Individual giving

- Achieve a personal income target from small to mid-level donors including through our supporter scheme, campaigns and POS donations
- Take responsibility for HOME's low to mid-level supporter programme, ensuring strong stewardship and donor retention, and consistent delivery of supporter scheme benefits, including a year-round programme of events – supported administratively by the Development Assistant
- Deliver consistent recruitment and upgrade activity for the programme, supported administratively by the Development Assistant and making use of automation
- Be responsible for delivering donation campaigns, including planning, writing copy and training the Customer Service Team (CST) in making the ask. Collaborate with the Marketing Team to promote campaigns on social media and by email
- Take ownership of HOME's legacy scheme, including promotion and stewardship
- Research potential donors and work with the wider team in delivering the strategy for recruiting them
- Work closely with the Development Assistant and the Marketing Team to oversee all supporter communications, including scheduling and writing content

Corporates

- Work with the Development Manager to account manage HOME's key corporate relationships, leading on in-kind and low-level partnerships, ensuring partnerships provide value and benefit to both corporate partners and to HOME. This will include regular meetings with partners,

ensuring delivery of benefits and arranging timely partnership renewals, as well as looking for additional opportunities and upgrade potential.

- Research and identify new corporate prospects

Trusts and Foundations

- Support the Development Manager (Trusts & Statutory) by writing applications for small grants (under £20,000). Manage stewardship and reporting for all small grants
- Conduct research and identify grants for priority projects
- Support the Development Managers and Director in gathering data and supporting documents for larger applications and in the production of large-scale funding reports

Additional duties

- Maintain excellent record keeping on Spektrix, HOME's CRM system
- Develop Spektrix expertise to ensure HOME is making best use of the tools available to deliver outstanding stewardship and maximise donor recruitment and campaign delivery
- Uphold and follow values and GMAC policies, particularly those around diversity, environmental sustainability, positive work environment and sexual harassment, access, safeguarding, H&S & GDPR
- Carry out duties as deemed appropriate by the Head of department
- Perform all tasks in line with HOME's commitment to providing the widest employee access
- Take part in training as required
- Be an advocate and ambassador for HOME
- Keep up to date with developments and trends in fundraising
- Work evenings and weekends as appropriate
- Undertaking travel as required

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience	Experience within a fundraising team (or within a similar role/environment) with the ability to meet personal income targets Experience securing gifts from individuals, companies or trusts Experience of managing supporter relationships, including asking for donations, renewals or upgrades	Experience of fundraising in an arts environment Experience of working with Spektrix, or other CRM software
Skills & Knowledge	An understanding of Individual, Corporate and Trust fundraising Strong interpersonal and communication skills Demonstrable stewardship skills and experience Close attention to detail Highly organised, with the ability to plan work as part of a team whilst also meeting personal targets/deadlines Strong writing skills, with the ability to summarise key information concisely Numeracy skills Excellent IT skills, capable of using CRM and ticketing systems, and proficient in MS office applications	Confident proof-reading skills Experience of writing or managing budgets Understanding of prospect research Experience of producing proposals and reports for funders Knowledge of grants and trusts research approaches
Other requirements	Ability to understand and communicate HOME's work and mission Confident, diplomatic with a clear sense of integrity Flexibility and ability to work evenings and weekends as required Able to handle sensitive information with confidentiality	

HOW TO APPLY

The deadline for applications is Friday 25 September 2026, 10am.

Please note We review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible. If successful for the role following interview, the start date will be subject to our pre-employment checks which include receiving satisfactory employment references and right to work in the UK.

Application format: submit an up-to-date CV together with a supporting statement of no more than 2 A4 pages, minimum font size 11. Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement. **All documents submitted as part of the application must be in .pdf, .doc, or .docx format.**

Please email your CV and supporting statement to recruitment@homemcr.org and complete the link here to the [Equal Opportunities Form](#). **Please add the job reference number 781961 in the subject line.**

We will interview candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email recruitment@homemcr.org if you have any questions related to support requirements.

Interviews will take place in person on Tuesday 6 October 2026.

Some interview questions will be shared in advance to help prepare.

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Please note Due to the high volume of applications we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview.

Thank you for your interest in this post.



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