**Business Development Lead (BDL) – Applicant Pack**

**(temporary, part-time, 9 month contract with possibility of extension dependent on funding)**

**About Door in the Wall Arts Access CIC (DITWAA)**

Door in the Wall Arts Access CIC (DITWAA) is dedicated to supporting neurodivergent and disabled artists across Scotland. Our goal is to break down barriers in the arts, ensuring these talented individuals have the opportunities, tools, and support they need to thrive. We provide a range of services, including one-to-one support, consultancy, and accessible communication services, all aimed at making the arts more inclusive.

We also run **Neuk Collective**, a community of neurodivergent artists that provides a safe space for peer support, professional development, and creative opportunities. The collective promotes accessible working practices and works to challenge ableist barriers in the cultural sector.

As a small but passionate team, we’re committed to creating meaningful change, and we’re excited to be growing. We’re looking for someone who shares our values of inclusivity, creativity, and social impact to join us as our Business Development Lead.

**The Role**

We are looking for a proactive and experienced Business Development Lead (BDL) to support our Executive Director in helping DITWAA grow and remain financially strong. This role is all about finding new ways to bring in funding, building partnerships, and making sure our services are reaching the right people. You’ll be helping us diversify our income streams by securing grants and sponsorships, working on client relationships, and promoting our services to a wider audience.

If you’re someone who can spot opportunities, is great at relationship-building, and wants to be part of a team that makes a real difference to neurodivergent and disabled artists, this might be the role for you!

**Key Information**

Job Title: Business Development Lead

Reports to: Executive Director

Hours: 19 hours (2.3 days) per week. We offer a flexible and adaptable working environment, with the option to take time off in lieu when extra hours are worked.

Contract type: PAYE, Temporary (9 months confirmed, with the possibility of extension depending on funding).

Salary: **£18,805** over the 9 months (based on £19.03 per hour for 19 hours per week)

Location: Largely remote, with occasional in-person meetings and events in Edinburgh and the Central Belt. Ideally candidates will live within occasional-commuting distance of Edinburgh.

Leave entitlement (with PAYE): 13.3 days holiday

**Why We’re Hiring Now**

The arts sector is facing some tough times, and now more than ever, it’s important that we find new and creative ways to keep supporting neurodivergent and disabled artists. We’re growing fast and expanding our reach, but to sustain this momentum, we need to secure diverse income streams. That’s where you come in. We’re looking for someone with the expertise to help us navigate this tricky landscape, find new opportunities, and ensure that we can continue making a real difference.

**What You’ll Be Doing**

Business Development

* Conduct market research to find new opportunities for income generation and growing our client base.
* Develop and manage a Customer Relationship Management (CRM) system to keep track of our clients.
* Promote our consultancy and training services to a wider range of organisations.

Financial Management

* Help manage the financial side of the organisation, ensuring sustainable growth.
* Assist with budgeting, cash flow management, and financial reporting including reports for grant funders.
* Make sure we’re following all necessary financial regulations.

Sales and Marketing

* Develop and run a marketing plan to raise awareness of DITWAA’s services.
* Promote DITWAA through social media, newsletters, and other channels, in collaboration with our In Person Events Co-ordinator.
* Work on pricing strategies that balance affordability with financial sustainability.

Client Relations

* Support the Executive Director in building and maintaining relationships with current and potential clients.
* Help grow our client base by engaging with new organisations and looking for repeat contract opportunities.
* Ensure that our consultancy and training services are delivered effectively.

Collaboration

* Work closely with the Executive Director and the Creative/Access Lead to align our business strategies with our creative and access-focused work.
* Collaborate with the Board and Executive Director to shape and deliver long-term strategic plans for the organisation.

Grant and Sponsorship Applications

* Contribute to securing grants and sponsorship from foundations, public sector funding, and private donors, with support from our fundraising consultant.
* Write and submit funding applications to support our growth and help us reach more artists.

**What We’re Looking For**

We’re looking for someone who is passionate about the work we do and excited to help us grow. Here’s what we think will help you succeed in the role:

**Essential Skills and Experience**

* **Business Development:** You have experience identifying and securing new clients, managing relationships, and developing revenue streams.
* **Financial Management:** You’re comfortable with budgeting, cash flow management, and financial reporting.
* **Market Research and Client Engagement:** You can identify opportunities for client acquisition and have experience using CRM systems.
* **Communication and Marketing:** You have great communication skills, both written and verbal, and experience promoting services or programmes through social media and other platforms.
* **Grant Writing and Fundraising:** You’ve successfully written and secured funding from grants and sponsorships before.

**Desirable Skills and Experience**

* **Knowledge of the Arts Sector**: You understand the challenges faced by neurodivergent and disabled artists and have experience working in the arts, cultural, or social enterprise sectors.
* **Experience with Social Impact Organisations:** You’ve worked with social impact organisations before and understand the values that drive non-profits like DITWAA.
* **Networking Skills:** You’re skilled at building and maintaining relationships with a wide variety of stakeholders, from corporate partners to arts organisations and funders.

**Personal Attributes**

* + Passionate about making a difference in the lives of neurodivergent and disabled artists.
  + Creative and strategic thinker who enjoys coming up with innovative solutions.
  + A strong team player who can collaborate effectively.
  + Committed to equality, diversity, and inclusion in all areas of your work.

**How to Apply**

Please submit your CV and a cover letter telling us why you’d be great for this role and how your skills and experience match what we’re looking for. Applications should be sent to **manager@doorinthewall.co.uk** by **5pm on Wednesday 23rd October**

We actively encourage applications from disabled and neurodivergent people, and we are committed to creating an inclusive and accessible recruitment process. If you require any reasonable adjustments during the application or interview process, please let us know. We are more than happy to support you in whatever way you need to feel comfortable and able to showcase your skills.

**What to Expect Next**

Deadline for applications: 5pm on Wednesday 23rd October

Interviews: Monday 28th and Wednesday 30th October

Suggested start date: 1st December, flexible to any required notice period.

If you have any questions about the role or the application process, feel free to reach out to us at **manager@doorinthewall.co.uk**. We look forward to hearing from you!