



Development & Insight Manager **Culture Squared CIC | Bradford Literature Festival**

Location: Bradford, onsite

Salary: £40,000–£45,000

Contract: Full-time, permanent

Hours: 40 per week, with flexibility during the annual festival

Reports to: Head of Development & Insight

About Culture Squared

Culture Squared CIC is a not-for-profit cultural organisation with its roots in Bradford and a reach that extends across the UK and internationally. As an Arts Council England National Portfolio Organisation, governed by a Board of Directors, we bring together people, ideas and cultures through an ambitious programme spanning literature, history, philosophy, faith, world affairs and the arts.

Our flagship programme is Bradford Literature Festival, the UK's largest literature festival, alongside a wider programme of cultural activity and international partnerships. Our work is supported by a diverse network of funders and partners, spanning public funding bodies, trusts and foundations, cultural institutions and international organisations. We build relationships across government, academia, business and the cultural sector, bringing together partners with a shared commitment to artistic ambition, cultural access and meaningful social impact.

You will join a small, ambitious team working across a varied and evolving funding landscape. From major strategic partnerships and public investment to grant funding and evaluation, the Development & Insight team plays an important role in sustaining our programmes, strengthening funder relationships and demonstrating the value and impact of our work. Working closely with the Head of Development & Insight, you will help ensure Culture Squared has the funding, evidence and insight needed to support its continued ambitions.

Role purpose

The Development & Insight Manager will be responsible for the day-to-day management and delivery of the organisation's fundraising, grant management, evaluation and impact reporting activities. The postholder will manage funding applications and reporting requirements, coordinate the collection and analysis of evidence, and ensure that accurate and reliable information is available to demonstrate the organisation's achievements and inform future planning.

Working closely with the Head of Development & Insight, the postholder will take ownership of their areas of responsibility, independently managing processes, deadlines and the quality of their work, while supporting the delivery of the organisation's wider development priorities.

Key responsibilities

1. Development and fundraising

- Manage and maintain the fundraising pipeline, identifying suitable funding opportunities, monitoring deadlines and tracking applications, decisions and renewals.
- Research prospective funders, assessing their priorities, eligibility requirements and potential alignment with the organisation's activities.

- Prepare, write and manage funding applications, taking responsibility for routine and repeat applications and coordinating the necessary supporting information.
- Ensure applications are accurate, persuasive and consistent with agreed organisational priorities, programme plans, budgets and evidence of impact.
- Support the Head of Development & Insight in developing major funding bids and strategic proposals, including research, drafting and preparation of supporting materials.

2. Grant management and funder reporting

- Manage the day-to-day administration of funding awards, maintaining oversight of agreements, conditions, restrictions, commitments and reporting deadlines.
- Prepare, coordinate, quality-assure and manage the timely submission of interim and final funding reports, monitoring returns and other funder submissions, obtaining necessary approvals.
- Manage and coordinate Arts Council England National Portfolio Organisation (NPO) monitoring and reporting requirements, including Grantium submissions, activity and financial reporting, and evidence of progress against agreed funding commitments.
- Coordinate information from relevant departments and finance colleagues to demonstrate delivery, expenditure, outcomes and progress against funding commitments.
- Monitor grant obligations and identify any significant changes, risks or variances, escalating matters requiring senior consideration or approval.
- Maintain accurate records of funding applications, awards, funder communications, reports and supporting documentation.
- Manage routine funder correspondence and support senior colleagues with funder relationships, renewals and meetings.

3. Insight, evaluation and reporting

- Plan and coordinate evaluation activities across the festival and year-round programmes, ensuring appropriate methods and information are in place to measure performance and impact.
- Manage the collection and analysis of audience, programme and evaluation data, including surveys, participation statistics and qualitative feedback.
- Lead the preparation and production of the annual impact report, bringing together organisational achievements, programme outcomes and supporting evidence.
- Ensure that data, statistics and impact claims are accurate, consistent and appropriately evidenced across reports, funding applications and other organisational materials.
- Coordinate and prepare relevant performance information and progress updates against agreed objectives and targets for funders, senior management and Board reporting.
- Produce clear analysis, findings and recommendations to support funding applications, programme development and organisational decision-making.

4. Management, administration and coordination

- Take responsibility for planning, prioritising and delivering work within the role's remit, managing competing deadlines and ensuring outputs meet agreed standards.
- Coordinate contributions from colleagues across departments, establishing clear information requirements, following up on outstanding work and resolving routine issues independently.

- Prepare presentations and briefing materials for funding applications, funder and partner meetings, impact reporting and other departmental requirements.
- Take minutes and prepare meeting notes for relevant meetings, accurately recording decisions and agreed actions, maintaining action trackers and following up with colleagues to monitor progress.
- Develop, maintain and improve the trackers, templates, records and reporting schedules required to manage development and insight activities effectively.
- Maintain organised, accessible and up-to-date records, ensuring appropriate quality assurance, version control, confidentiality and compliance with data protection requirements.
- Identify opportunities to improve processes and information management within the function, making recommendations for wider organisational improvements where appropriate.
- Work with the Executive Assistant and finance team to provide accurate and timely information for organisational reporting.

Accountability and decision-making

The Development & Insight Manager will take ownership of the day-to-day processes and outputs within their remit and will be accountable for the accuracy, quality and timely completion of their work. The postholder is expected to exercise independent judgement, manage routine work through to completion and proactively identify and resolve issues without requiring detailed supervision.

The postholder will also be expected to undertake other duties as may reasonably be required from time to time, consistent with the nature and level of the role and the needs of the organisation.

Person specification

The successful candidate will demonstrate:

- Experience of preparing funding applications and managing grant reporting, including monitoring funding conditions and compliance requirements.
- Strong writing, research and analytical skills, with the ability to produce accurate and persuasive reports and proposals.
- Experience of working with quantitative and qualitative data, research or evaluation.
- Excellent organisational and project-management skills, with the ability to manage multiple priorities and deadlines independently.
- Strong attention to detail and the ability to take responsibility for quality assurance and accuracy.
- Confidence working with colleagues across departments to coordinate information and deliver work effectively.
- Sound judgement, initiative and a proactive approach to problem-solving.
- Competence in spreadsheets, databases and other information-management tools.

Desirable experience

- Experience within the arts, cultural, charitable or not-for-profit sectors.
- Knowledge or experience of Arts Council England National Portfolio Organisation (NPO) funding and reporting requirements.