

# STUART HALL FOUNDATION

## **Executive Director**

**London**

**£45,000-60,000 (3 days pro-rata, flexible working hours)**

The Stuart Hall Foundation is seeking an experienced Executive Director to lead the development and growth of the Foundation as we mark our fifth year. Inspired by the life's work of Professor Stuart Hall, the Stuart Hall Foundation is a young charity committed to imagining more hopeful, socially and racially just futures, and catalysing action towards achieving them. Through an inter-disciplinary programme which includes fellowships and scholarships, events and commissions, we are particularly keen to encourage younger, under-represented and/or disadvantaged artists, thinkers and activists to develop ideas, artistic practice and cultural activism that engage present and future generations.

This is an exciting opportunity for an inspirational leader with demonstrable experience of running an early-stage organisation who has knowledge and understanding of the scope and impact of Stuart Hall's work and the ability to work across the range of artistic, intellectual and political arenas that he occupied. Working in close collaboration with the Trustees of the Foundation and part-time Office and Project Manager, the Executive Director will have overall responsibility for implementing the Foundation's strategic plans, programme of activities, fundraising and future development.

# STUART HALL FOUNDATION

## **Job Description**

Under the strategic guidance of the Chair, Vice-chair and the Board of Trustees the Executive Director will be responsible for the following areas of work:

### **Strategy and Planning**

- Develop a sustainable shared vision for the Foundation in consultation with the Board of Trustees, staff and principal stakeholders;
- Provide executive leadership, principally through the effective development, management and monitoring of the Foundation's strategic plan and programme of activities;
- Lead the Foundation's commitment to the principles of cultural diversity and equality.

### **Fundraising**

- Plan and execute a fundraising strategy to ensure the development and sustainability of the Foundation through the identification of funding opportunities in the public and private sectors;
- Identify and develop new strands of funding as well as manage relationships with existing and past funders.

### **Scholarships and Fellowships Programme & Residencies and Commissions Programme**

- Develop the Scholarships and Fellowships & Residencies programme in collaboration with Universities and other institutions and develop the Foundation's programme of Commissions.

### **Public Programme**

- Develop and lead the public programme, setting up and running a programme of activities and events (including our annual Stuart Hall Public Conversation, film screenings, panel discussions, book launches etc.);
- With the support of the Office and Project Manager, to take responsibility for the efficient design, staging and execution of the public programme.

### **External Communications**

- Maintain and enhance the organisation's reputation within the relevant sectors and amongst the general public;
- Develop and maintain external relations, including major donors, stakeholders, partners and funders;
- Act as an ambassador for the Foundation and develop its national and international profile.

# STUART HALL FOUNDATION

## **Management/Financial**

Work with the Office and Projects Manager to

- Oversee financial management, set and maintain annual budgets;
- Ensure the delivery of timely management accounts;
- Ensure that the Foundation, its Board and staff comply with all legal obligations and the highest ethical standards expected of charitable organisations.

## **Governance**

- Lead the relationship with the Foundation's Board and be responsible for effective communication with the Chair and Trustees; also with the Foundation's partners including universities, and with Scholars, Fellows and donors;
- Report regularly to the Board on progress in achieving the Foundation's vision and objectives and on the implementation of strategic and business plans;
- Support the achievement of the Board's individual and collective objectives.

## **Experience and Abilities**

### **Essential:**

- Ability to work strategically as well as managing the efficient day-to-day running of the organisation, delivering a vision for the organization and drawing up and delivering a business plan;
- Ability to develop and deliver the Foundation's programme of activities to a high standard, ensuring active engagement and participation of key stakeholders;
- Demonstrable experience of successful fundraising both from the public and private sectors; an ability to identify and develop new strands of funding and manage relationships with existing and past funders;
- Sophisticated knowledge of the scope and impact of Professor Stuart Hall's work and the ability to work across the range of artistic, intellectual and political arenas which he occupied;
- Experience of running an organisation including financial management and reporting and budget accountability;
- Excellent communication and advocacy skills to engage and influence national and international audiences, stakeholders and media.

### **Desirable**

- Knowledge of charity governance and relevant legislation;
- Experience of developing and delivering digital content and communications;
- Experience of digital fundraising.

# STUART HALL FOUNDATION

## **What we offer**

Flexible working hours, friendly and supportive work environment.

## **Appointment process and how to apply**

Salary: £45-60,000 pro rata (depending on skills and experience)

Working hours: 3 days per week

Holidays: 25 days' holiday plus statutory public holidays per annum on a pro rata basis

Location: Central London

Appointment subject to an initial 3 months' period of probation, during which performance will be regularly reviewed. On completion of the probationary period, notice will be one month on either side. References essential.

To apply please send your CV accompanied by a covering letter (one side of A4 maximum) explaining why you are seeking this position and how you fit the criteria. Please provide contact details of two referees, we will not contact your referees without your permission.

For any enquiries, please contact Ilze Rieba at [info@stuarthallfoundation.org](mailto:info@stuarthallfoundation.org).

Closing date for applications: Monday 30 September 2019 at midday.

Interviews will be held in London on Friday 18 October.