

Development Manager – Job Description

Line Manager: Director of Audiences and Business Growth

Working Hours: 32 hours (across 4 days a week)

Contract type: Fixed term (Maternity Cover, 1 year depending on start date)

Salary bracket: £34-39k (pro rata, 4 days a week), depending on experience

Application Deadline: 1st December 2025 (interviews commencing the week of 8th December)

Start date: As soon as possible

The Development Manager will play a pivotal role in the scoping and submission of Trust and Foundation and Grant applications, developing donor relationships to grow, nurture and deepen donor loyalty to support with increasing and diversifying fundraising income to support long-term financial resilience. The post-holder will also be the primary relationship manager for Arts Council England, ensuring our status as an NPO continues to develop and that additional grant opportunities are considered and applied for.

Alongside this, the post holder will support the ongoing development of the Fundraising Strategy as set out by the Director of Audiences and Business Growth (DABG), capitalising on further opportunities to generate funds from other philanthropic and corporate sources to support programmes and core activity.

The successful candidate will be target driven with significant experience and demonstrable success in securing philanthropic income— especially in relation to Trusts and Foundations - partnership building, being able to identify opportunities for income growth and reporting. You will be an exceptional bid writer, adept at drafting applications and written material to a high level and to tight deadlines.

ICA is... For the brave, the new, the curious

As a key member of the Audiences and Business Growth team, you will play a crucial role in delivering the ICA's strategic goals:

1. Conceiving, producing and delivering a leading and acclaimed world-class programme locally, nationally and internationally
2. Reaching beyond definitions of a contemporary arts audience by understanding all visitors as active participants in our programmes and building a diverse, inspiring community around the ICA
3. Providing multiple entry-points to the arts for young people and those who are currently underrepresented in the cultural sector
4. Building a new, more sustainable business model that secures the long-term stability and growth of our organisation, enabling us to significantly increase our investment in the production of new works, supporting artistic experimentation and risk-taking.
5. Realising and engaging an innovative contemporary culture programme that challenges the status quo, fosters a dialogue between different art forms, and inspires generations-to-come

Every role at ICA delivers on our **4-point framework**:

Relevance: be a home for the next generation (of talent, artists, audiences)

Reach: grow our audiences (young and diverse) ☑

Return: ensure financial discipline and stability

Reputation: deliver Artistic Excellence and a brave programme

KEY RESPONSIBILITIES

- Working closely with colleagues across the organisation, lead the development of high impact grant bids that support the organisations' core objectives and resonate with grant maker's vision
- Work closely with the DABG to monitor targets, new funds secured and future funding on a monthly basis, ensuring that targets are met or exceeded
- Work with the Development team and other key colleagues across the organisation to build the case for support, ensuring the positioning of the ICA is accurately communicated to both current and prospective funders
- Support the Communications and Development Officer's work to develop funder research, reports and analysis
- Relationship manage all T&F and grant-making organisations, ensuring that key stakeholders are stewarded to the highest standard and that longer-term loyalty is developed by keeping the ICA top-of-mind for future grant making activity
- As part of the Development team, ensure optimisation of the customer relationship management (Spektrix) and financial systems are compliant with Data Protection regulations and Charity Commission legislation around fundraising
- With support from the Director of Audiences and Business Growth, relationship manage and lead on the reporting to Arts Council England for both the NPO grant and other secured funding
- Support with the development of other fundraising packages, including corporate prospect building and proposal writing
- Undertake internal and external reporting to funders, stakeholders, and individuals, as required
- Keep abreast of fundraising trends, new grant-making opportunities, best practice, and legal regulations to ensure compliance and effectiveness
- Undergo any necessary on-the-job training required to develop the skills and knowledge needed to be able to perform to the standard required

PERSON SPECIFICATION

- At least three years experience working within a successful fundraising function, preferably within the arts
- Demonstrable and successful experience in generating five and six figure grants
- Experience and knowledge of working with Arts Council England, preferably with NPO experience
- Demonstrable and successful experience of working within a target-driven team which exceeds targets and KPIs
- A clear track record of reporting to a wide range of funders – including government bodies, and Trusts & Foundations
- Proven experience of project management, including operational planning, budgeting and reporting
- Excellent stakeholder management skills
- Proven experience of working effectively as part of a team, including using own initiative and being a supportive team member
- Effective planning with the proven ability to prioritise and meet deadlines in a fast-paced environment, maintaining accuracy at all times
- Excellent analytical and communication skills (written and spoken) with the ability to effectively interpret and present information in different ways to a range of people

- Demonstrable flair for creative and strategic thinking, with ability to deliver engaging public-facing initiatives or messaging
- Experience working with CRM fundraising systems, preferably Spektrix, Tessitura or Raiser's Edge

To apply, please send your CV and responses to jobs@ica.art.

You may submit your answers as a PDF, Word document or a 5 minute audio file.