

INSTITUTE OF CONTEMPORARY ARTS (ICA):

JOB DESCRIPTION

Job Title:	Development Manager – Individual Giving and Corporates
Reporting to:	Head of Individual Giving and Major Gifts
Department:	Development
Strategic Relationships:	Head of Trusts & Foundations, Senior Management Team, ICA Board, Chief Curator and Curatorial Team.
Contract:	Permanent, Full time (including occasional evening and weekend work as required)

PURPOSE OF THE ROLE

The Development Manager – Individual Giving works with the Head of Individual Giving and Major Gifts to seek and secure financial support for the ICA by fundraising through individuals donors while having sole responsibility for soliciting and managing the ICA's corporate sponsors. In this role, you will also be responsible for maintaining existing relationships with high-net-worth individual supporters while securing new donors in order to achieve the ICA's annual income targets.

KEY TASKS AND RESPONSIBILITIES

Individual Fundraising

- Work with the Head of Individual Giving and Major Gifts to secure new funding opportunities and to identify, research, solicit and recruit new Friends and supporters
- Develop and submit high quality proposals and solicitation correspondence, and secure fundraising prospects and opportunities
- Oversee all stages of the organisation and delivery of fundraising events including the ICA's Annual Friends Dinner.
- Plan ahead with the Head of Individual Giving and Major Gifts and strategise Friends Events alongside the art world calendar

Corporate Fundraising

- Forge long-term mutually beneficial relationships with corporate supporters, develop solicitation proposals and undertake presentations and develop an extension and replacement strategy.
- Responsible for delivering and developing plans for securing new income from the corporate sector by proactively identifying growth areas and opportunities
- Develop a long-term strategy for corporate fundraising with the Director and monitor corporate responsibility issues in the media.

Relationship Management

- Provide a high quality of stewardship and find creative ways to engage existing donors and supporters while working closely with the Head of Individual Giving and Major Gifts on managing these relationships

- Coordinate regular updates for donors and supporters including email updates and complimentary tickets for the ICA programme.
- Develop face to face relationships with donors as appropriate and where necessary attend events on behalf of the Head of Individual Giving and Major Gifts.

General

- Oversee all donor correspondence including updating donor profiles and ensuring the efficient administration of paperwork, records and databases.
- Prepare donation reports and work with the Head of Individual Giving and Major Gifts on monthly income reconciliation.
- Undertake any relevant tasks that may be reasonably requested by the Head of Individual Giving and Major Gifts, Head of Trusts & Foundations, and Senior Management Team

PERSON SPECIFICATION

Essential Criteria

- Successful experience of fundraising in a visual arts or an analogous environment or experience of corporate account management
- Experience and understanding of the steps involved in solicitation and securing individual donations, while looking after high-net-worth individual and corporate donors
- Knowledge of the arts and cultural sector and well connected with advanced networking skills
- Decisive with the ability to take ownership and drive decision-making in the areas of responsibility
- Demonstrable strong communication and negotiating skills with the ability to prepare high quality proposals and solicitation correspondence
- Demonstrated knowledge of building new and nurturing existing donors and partnerships on an individual or corporate level
- Financial, business and commercial acumen along with budget management experience.
- Demonstrated problem solving skills
- Knowledge of all key London social and cultural events.
- An interest in and commitment to the work of the ICA combined with a strong interest in the visual arts

Desirable Criteria

- Related fundraising qualifications or accreditations to a fundraising network
- Bi-lingual with international work experience

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department and the ICA.

Job descriptions are reviewed regularly and at least prior to the annual appraisal, if applicable to ensure they are an accurate representation of the post.

The Institute of Contemporary Arts is committed to up-holding the Equality Act 2010 and encouraging equality and diversity within our workforce and all opportunities provided by the ICA.

We encourage applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. Whilst some of our offices have barriers to access, we are taking steps to resolve these, and in the meantime continue to encourage interest from applicants who require reasonable adjustments within the workplace.