

INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

Job Title:	Development Manager – Trusts & Foundations
Reporting to:	Head of Trusts & Foundations
Department:	Development
Contract:	Permanent, Full time, 40 hours per week
Salary:	Competitive; depending on experience (please state your current salary and your salary expectations in your application)

We encourage applications from all backgrounds, communities and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities. We actively encourage BAME and disabled applicants and value the positive impact that difference has on our teams. We are committed to equality and diversity within our workforce and all opportunities provided by the ICA.

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

PURPOSE OF THE POST

The Institute of Contemporary Arts was founded 72 years ago and is a model that is continuously adapted to the world of today. Our agenda setting programme positions artists and thinkers at the centre of the ICA's activities: as our Partners, Participants, and our Audience. Historically the ICA has always anchored its programme within the socio-economic conditions of its times. Today, this critical approach is needed more than ever, as we face some of the most complex ecological, ethical and social justice challenges of the 21st Century.

This is an important post within the ICA's Development Team with particular responsibility for raising financial support for the ICA from charitable trusts and foundations and public sector bodies. The role requires the ability to work closely with the Head of Trusts & Foundations, with the ICA's Senior Management team and the rest of the Development team to collaboratively devise an innovative grants fundraising strategy to support the ICA's multi-disciplinary programme and Capital Campaign.

KEY TASKS AND RESPONSIBILITIES

Fundraising

- Produce targeted, well-written and persuasive cases for support to deadline
- Identify and research new fundraising opportunities for the ICA both nationally and internationally.
- Keep abreast of the artistic programme and work closely with the Curatorial Team to identify and deliver related fundraising opportunities.
- Support the delivery of the Capital Fundraising Strategy focusing on Trusts and Foundations and Statutory sources
- Work with the Development Team to plan targeted cultivation and stewardship events

Network and Relationship Management

- Establish and develop strong relationships with current and prospective supporters
- Ensure appropriate stewardship and cultivation of donors to ensure repeat funding.

- Represent the ICA at events to build awareness of our programme and partnership opportunities.
- Manage the regular involvement of funders (actual and prospective) in the development of projects and programme, visits to the ICA, attendance at events and review meetings.

Reporting and evaluation

- Produce accurate and detailed fundraising reports tailored to the requirements of the donor in order to ensure repeat funding.
- Liaise with the Finance team to ensure accurate financial reporting.
- Produce evaluation reports for funders and stakeholders collating data on visitors, participants, outputs and outcomes as requested by the funder.
- Ensure that proposals and reports are produced in a timely manner in order to meet internal and external deadlines
- Maintain clear lines of communication with project funders in line with expectations.

Administration

- Maintain accurate records of current prospects and donors within the Trusts and Foundations team
- Work with the Finance team to cross-reference records donations

PERSON SPECIFICATION

Essential Criteria

- An excellent track record of successful fundraising
- Proven, successful experience of writing and delivering successful funding bids, evaluation reports and project budgets.
- Knowledge of public and private sector fundraising, including government, local authority and Lottery priorities and policies, and arts and voluntary sector funding and investment.
- Strong research skills and the ability to think creatively to identify fundraising opportunities.
- Excellent writing skills
- Adept at working with colleagues throughout the organisation to prepare well-costed budgets for funding applications and reports
- Excellent interpersonal, negotiation and presentation skills.
- The ability to prioritise and work under pressure within a busy office environment and to be a flexible and credible team player.
- A keen interest in and knowledge of contemporary arts.
- Experience of using a CRM database e.g Raiser's Edge, Tessitura

Desirable Criteria

- Experience working on fundraising for capital projects
- Ability to occasionally attend evening events and private views.
- Multilingual

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 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.