

## INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

Job Title:	Development Manager – Trusts & Foundations
Reporting to:	Head of Development
Department:	Development
Contract:	Permanent, Full time, 40 hours per week
Salary:	£30k – £38k (please state your current salary and your salary expectations in your application)

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*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. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. 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 Development, with the ICA's Senior Management team and the rest of the Development team to secure support for the ICA's ambitious multi-disciplinary programme.

### KEY TASKS AND RESPONSIBILITIES

#### Fundraising

- 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 potential funding opportunities for projects
- Produce targeted, well-written and persuasive cases for support

- Support the Head of Development in seeking support from and reporting to Capital Campaign funders
- Work with the Development Team to plan targeted cultivation and stewardship events

#### Relationship Management

- Establish and develop strong relationships with current and prospective supporters
- Ensure appropriate stewardship and cultivation of donors to ensure repeat funding
- Ensure the regular involvement of funders (actual and prospective) in the development of projects and programme

#### Reporting

- Produce accurate and detailed reports which are tailored to the requirements of the donor
- 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

- Use the database (Spektrix) to maintain accurate records of current prospects and donors
- Maintain accurate records of application and reporting deadlines and ensure all funder deadlines are met
- Work with the Finance team to ensure that grants are properly recorded on Spektrix

#### Project Management

- Support the Head of Development on managing large-scale strategic projects with multiple stakeholders

## PERSON SPECIFICATION

#### Essential Criteria

- An excellent track record of successful fundraising ideally gained in the cultural sector
- 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
- 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
- Excellent understanding of GDPR and fundraising compliance
- A creative, innovative and imaginative approach to attracting new supporters
- Some flexibility on working hours, willing to work occasional evenings and weekends for which TOIL can be claimed, subject to approval.

- Experience of using a fundraising database such as Raisers' Edge, Spektrix or Tessitura

Desirable Criteria

- Experience of Capital fundraising

*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.*