

Development Officer – Job Description

Job Title: Development Officer

Salary: £29,260 – £30,305

Reporting to: Senior Development Manager (SDM)

Contract: Permanent

Location: London

Hours: Full-time

Application closing date: 18th January 2026

Overview

The ICA is London's home for bold, boundary-pushing creativity. We commission, produce, and present contemporary art, film, music, performance, and ideas that challenge perceptions and inspire social change. At a time of rapid transformation, we provide a space for experimentation, dialogue, and discovery — connecting the curious and the courageous, emerging and established artists, and communities across London, the UK, and beyond.

As we enter our 80th year and an exciting period of growth, we are seeking a dynamic and motivated Development Officer (DO) to play a key role within the Audience & Business Growth department.

The Development Officer provides essential administrative and coordination support across all fundraising activity, working closely with supporters including Patrons, individual donors, corporate partners, and Trusts and Foundations. The role is responsible for ensuring the smooth day-to-day operation of fundraising initiatives, including financial tracking, CRM management, donor and prospect research, and supporter communications.

The DO also supports the planning and delivery of philanthropic events, overseeing logistics for both internal and external engagements, and maintains regular communication with supporters through newsletters, invitations, and digital platforms.

The successful candidate will have experience working within a high-performing fundraising team and will be highly organised, detail-oriented, and proactive. They will be a confident and skilled writer, capable of producing high-quality written material and research briefs to tight deadlines.

Key Responsibilities

- Manage fundraising administration to support the Development team's activity, particularly in relation to Patrons, individual supporters, corporate partners, and Trusts and Foundations.

- Maintain accurate and up-to-date donor and prospect records on the CRM database (Spektrix), including recording interactions and events, tracking donations and renewals, producing financial reports, and managing donor lists.
- Conduct prospect and donor research to support the development of a strong and sustainable fundraising pipeline.
- Oversee the effective administration of the ICA's Gift Aid scheme, including processing and filing Gift Aid declarations, ensuring timely submission to HMRC, providing required information to the Finance team, and supporting audits as needed.
- Devise and coordinate a programme of Patrons' and supporter events in consultation with the Senior Development Manager and the wider Development team.
- Draft monthly Patrons' e-newsletters and design event invitations for Patrons' and Development-related events, as required.
- Maintain and update Development-related sections of the ICA website.
- Oversee the implementation of donor accreditation across all ICA platforms, ensuring consistency and accuracy.
- Assist in the production of fundraising reports for the department, including the annual Patrons' Impact Report.

Qualifications and Skills

- A degree or equivalent qualification, preferably in an arts-related subject.
- Experience working within a fundraising or development department, ideally within the arts or cultural sector.
- Demonstrable experience using e-communications software and digital supporter engagement tools.
- Excellent organisational and time-management skills, with the ability to prioritise effectively.
- Strong written and verbal communication skills, with confidence working with a wide range of stakeholders.
- Proficiency in using a fundraising and/or CRM database, preferably Spektrix or Tessitura.
- Exceptional attention to detail and the ability to work calmly and accurately under pressure.
- Ability to work both independently and collaboratively in a fast-paced environment with changing priorities.
- A strong understanding of GDPR, fundraising compliance, and Gift Aid processes.
- A genuine interest in the arts and creative sectors.

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