

## **Development Research and Database Officer**

### **Background**

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucien Freud, Gilbert & George and Mark Wallinger. The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

### **Role**

This is an exciting new role within Whitechapel Gallery's development team. As part of a team which raises approximately one-third of the Gallery's annual budget, the successful candidate will play an instrumental part in realising some of the most exciting international artistic projects happening today. This is an opportunity to work with both artists and dedicated supporters to help shape the artistic landscape and write the next chapter of art history.

The successful candidate will work closely with the senior members of the development team to deliver the department's ambitious fundraising target across major donors, trusts and foundations, statutory bodies, corporates and patrons. Specific responsibilities will include strategic prospect identification and development of a pipeline of potential supporters. Working closely with members of the team, the Development Research and Database Officer will further develop the development office's database (Raiser's Edge) into a key tool to support fundraising performance and growth.

The Development Research and Database Officer will deliver high quality, targeted research briefings and assist in collating donor reports and proposals across all levels of support. They will play a central role in the handling of prospect information, while ensuring the highest standards of data processing are maintained. The postholder will also be required to help at development events and represent the Gallery appropriately.

### **The development department**

The Development department consists of: Director of Development; Head of Donor Engagement; Development Manager; Corporate Development Manager; Strategic Partnerships Manager; Patrons and Membership Manager; two Development Events Managers, and Patrons and Membership Coordinator.

### **Accountability**

The Development Research and Database Officer will be line managed by the Head of Donor Engagement.

## **Job description**

## **Duties and responsibilities**

### **Research**

- Support the team to achieve ambitious financial targets by identifying new funding prospects through research, pipeline development and stewardship initiatives
- Conduct detailed biographical and financial research on corporate, individual and foundation donors and prospects using appropriate print, electronic and online sources
- Investigate the criteria and objectives of statutory bodies, trusts and foundations, embassies and cultural institutes, and the corporate sector to assess synergy with our ambitions and identify funding opportunities
- Prepare tailored profiles of assigned donors and prospects, and briefing materials for visits by donors and in advance of cultivation events
- Assist in drafting core information for adaptation into funding proposals
- Liaise with exhibitions, education and communication teams to co-ordinate and deliver donor care initiatives including the compilation and mailing of post-project reports
- Notify colleagues of deadlines for submissions and guiding applications to comply with their criteria

### **Database**

- Co-ordinate prospect meetings and prepare prospect lists and upcoming project information, and set actions for follow up
- In collaboration with colleagues, ensure that data on development-related prospects and key organisation contacts is kept current
- Support the delivery of accurate and timely crediting of donor support for the department, from exhibition catalogues and seasonal print to donor boards
- Support in other development-related aspects of database maintenance as required, such as gift entry and event bookings
- In accordance with data protection regulations and best practice, ensure the prospect constituency on Raiser's Edge is maintained, compliant and regularly updated to reflect key and relevant information

### **Other**

- Stay up to date with philanthropy news and regulations, updating prospect records and highlighting relevant updates to the team
- Assist with development events and initiatives as required, supporting the team and engaging with donors and prospects as a representative of the Gallery
- Undertake any other relevant tasks as requested by the Director of Development and/or Head of Donor Engagement

## **Person specification**

### **Essential criteria**

- A passion for the visual arts and some knowledge of funding in the sector
- Experience in a research function, ideally within a fundraising office, with an ability to gather and cross reference information from a wide range of sources and proactively interpret this information for various applications
- Experience of producing robust procedures, ideally to support fundraising activity

- Experience of administering a contact management database, delivering a programme of continuous improvement in relation to database use and functionality
- Enthusiastic team player with strong interpersonal skills and a sound knowledge of the philanthropy world
- Excellent communication skills, both verbal and written
- Attention to detail with demonstrable proof reading skills
- Ability to use own initiative and manage time effectively, take responsibility for tasks and complete them efficiently, with an ability to work on multiple projects and meet deadlines
- A flexible attitude to hours, with the ability to support some events before and after normal working hours, which will be compensated with time off in lieu

### **Desirable**

- Knowledge of the contemporary art world
- Experience of prospect management, through previous experience in either prospect research or major gift fundraising in the not for profit sector
- Experience of Raiser's Edge
- Knowledge of the General Data Protection Regulation (GDPR), Data Protection Act 2018 (DPA 2018), Gift Aid and the parameters for donor prospecting
- Experience of writing proposals and reports for funders with high standards of presentation
- Experience of working in a gallery or museum

### **Conditions of work**

- Hours: full time, 9:30- 5:45pm, with an unpaid hour for lunch, Monday – Friday. Work outside of these hours will occasionally be necessary as required and will be compensated for with corresponding time in lieu.
- Duration: 18-month initial contract
- Salary: £23,000 per annum
- Period of notice: 2 months
- Probationary period: 6 months

In addition to your salary, the benefits you are eligible to receive, subject to availability, are:

- 25 days annual holiday plus 8 days public holidays
- 5% of your gross salary provided as employers' pension contribution
- Discount at the Gallery bookshop
- Discount at the Whitechapel Refectory
- Discounts on limited editions
- Annual research/travel grant of £200 (pro rata equivalent for part time staff)
- Staff card offering free entry to a number of London museums and galleries