

## **Corporate Development Manager**

### **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, Lucian Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, a new restaurant and renowned bookshop, the Gallery is open all year round, so there is always something for everyone.

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 post will secure corporate funding for Whitechapel Gallery from a wide range of areas including sponsorship and corporate donations for exhibitions, education and public activity, direct and in-kind support for fundraising events, and other corporate support including our Corporate Patrons scheme. Working with colleagues in Development and across the Gallery, the Corporate Development Manager will ensure the highest standards of donor stewardship and benefit delivery.

### **The Development Department**

The Development Department is responsible for generating over a third of the Whitechapel Gallery's annual income through a variety of raised income streams, including individual donors, trusts and foundations, statutory funders, corporate partnerships and events. The Department raises income for all Gallery activities and projects; exhibitions, education and community programmes; public talks and events; capital requirements; endowments and unrestricted revenue income.

The Development department consists of: Director of Development; Head of Major Donors and Donor Engagement; Senior Development Manager; Corporate Development Manager; Development Events Manager; Patrons Manager; Development Events Officer; Patrons Officer; Development Research and Database Officer; and Assistant Curator, Special Projects.

### **Accountability**

The Corporate Development Manager is line-managed by the Director of Development.

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### **Job description**

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## **Duties and Responsibilities**

- Agree targets and priorities for corporate fundraising with the Head of Development and devise and implement a strategy to meet them
- Be aware of the Gallery's programme, events spaces and activities, and relevant policies and identify the opportunities they present for corporate donors
- Identify and research new corporate prospects and key decision makers within them
- Plan and lead approaches to corporate prospects, involving other Gallery staff as appropriate, and track progress using Raiser's Edge and other prospect tracking tools used by Development
- Lead Gallery tours and cultivation events for prospects, make presentations, lead negotiations with prospects and prepare written proposals as required
- Ensure contracts with sponsors are prepared promptly and professionally negotiated and that all payments are invoiced, received and thanked
- Agree internally sponsorship benefits packages for corporate prospects and track usage for reports to corporate donors and for internal monitoring
- In collaboration with colleagues, particularly the Events Manager, ensure benefits such as Gallery hire are taken up by sponsors and corporate members and are delivered to the highest standards
- Working closely with the Patrons team, recruit and steward Corporate Patrons
- Maintain effective communications with sponsors and corporate members throughout the duration of their relationship with the Gallery, for example by completing reports, updating on developments at the Gallery and ensuring they are invited to appropriate events
- Keep up-to-date with financial, business and economic news, and the activities of competing organisations, and identify new opportunities for the Gallery to secure support
- When appropriate, promote the Gallery as a venue for hire
- Maintain reliable records of contracts and other information relating to sponsors and corporate members

## **Other**

- Any other duties as reasonably requested by the Head of Development
- Represent Whitechapel Gallery at public events, meetings and networking on behalf of the organisation

## Person Specification

- Degree or equivalent experience
- At least three years' relevant experience in corporate fundraising, corporate social responsibility or corporate sponsorship with a demonstrable track record of setting and achieving challenging targets and objectives
- IT literate with experience in using Raisers' Edge or other contact relationship management databases
- Customer focused with a desire to give outstanding service to sponsors
- Strong interest and empathy with contemporary art, ideas and culture
- Able to manage time and prioritise across a range of activities in order to meet deadlines
- Confident and diplomatic with an ability to represent the Gallery to senior figures in companies
- Proactive, target focused and self-motivated with the ability to work within a team to shared goals
- Skilled in researching new corporate prospects to understand their objectives for sponsorship or CSR and the ability to match these to the Gallery's activities
- Experience in preparing and delivering outstanding presentations and written proposals

## **Conditions of Work**

- Fixed Term Contract: 12 Months, Maternity Cover
- Hours of work: Full Time, 9.30am – 5.45pm, Monday to Friday, plus some occasional weekend and evening work, which will be compensated by time off in lieu.
- Salary: c. £31,000 to £32,500 dependent on experience
- The period of notice is 2 months in writing on either side
- Probation period: 6 months

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

- 25 days annual holiday (pro rata for part-time staff)
- Eligibility to participate in the group personal pension scheme, with the Gallery contributing 4.5% of your gross annual salary
- Discount from the Gallery bookshop
- Discount from Townsend Restaurant
- Discounts on editions (one per edition) and publications
- Training opportunities
- Annual research/travel grant of £200 (pro rata equivalent for part time staff)