

Senior Development Manager, Individual Giving & Major Gifts

Job description

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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 is a senior role within Whitechapel Gallery's Development Team. The successful candidate will play an instrumental part in realising some of the most exciting international artistic projects happening today, working with both artists and dedicated supporters to shape the artistic landscape and write the next chapter of art history. They will be responsible for overseeing the Gallery's thriving Patrons programme, driving its strategic development along with the Patrons Manager, as well as managing Exhibition Circles, the Gallery's Commissioning Council, education supporters, and a portfolio of Major Donor prospects.

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; Senior Manager, Individual Giving and Major Donors; Senior Development Manager; Corporate Development Manager; Development Events Manager; Patrons Manager; Development Events Officer; Development Officer; and Assistant Curator, Special Projects.

Accountability

The Senior Manager, Individual Giving and Major Donors is line-managed by the Director of Development, and line manages the Patrons Manager.

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Duties and Responsibilities

Individual and Major Donors

- Oversee the development of individual major donor relationships and personally manage a portfolio of prospects and donors
- Develop and implement a major donor strategy as part of the overall fundraising strategy, including the introduction of new prospects to the donor pipeline, along with the Director of Development
- Agree targets across individual giving streams including Exhibition Circles, Global Circle Patrons, Commissioning Council, education and community donors, and major gifts in conjunction with the Director of Development, and plan and implement a strategy to meet those targets
- Oversee the Art Icon Committee, working with the Development Events Manager and the Development Team to steward this group for this important fundraising event

Patrons

- Oversee strategy for the Whitechapel Gallery Patrons, alongside the Patrons Manager, with the goal of recruiting, retaining and upgrading Patrons to increase income from Patronage
- Help to devise a strategic programme of events across all levels of Patronage, adapting to the current circumstances as required, and attending events as needed
- Line manage the Patrons Manager, ensuring all Patrons administration is accurate and that the highest levels of cultivation and stewardship are being delivered

Prospecting and Research

- Develop and deliver prospect research to identify and track individual prospects on Raisers' Edge
- Identify and research new prospects for major gifts
- Work with the Patrons Manager to identify and cultivate Patrons into major donors
- Work with the Director of Development, Curators, Director, and other relevant groups (senior volunteers, existing donors, etc.) in identifying prospects with a likely interest in our cause but who are not yet connected with the Gallery, to secure major gifts

Cultivation and Stewardship

- Develop relationships with key donors and prospects across individual giving initiatives

- Prepare a plan for each major donor relationship and liaise with colleagues as appropriate to manage the delivery of the plan
- Develop and create well-presented funding proposals
- Deliver stewardship of Exhibition Circle members in the lead up, during and after the sponsorship of an exhibition/commission/project
- Develop and steward Commissioning Council members
- Deliver benefits as agreed with donors, including accreditation

Administration

- Maintain up-to-date records of correspondence with all Whitechapel Gallery donors
- Ensure the highest standards of data capture are maintained on Raisers Edge, ensuring complete, accurate and up-to-date information on all donors and prospects. This includes, but is not limited to, information on giving history, relationships, contacts, proposals submitted, etc.
- Ensure donor's accreditation requirements are consistently recorded and fulfilled
- Maintain high standards in financial processes and record-keeping, including the administration of Gift Aid declarations, processing of payments and storage of personal data in a way that is consistent with Data Protection Act and other relevant legislation and best practice.
- Prepare tailored profiles of assigned donors and prospects, and briefing materials for visits by donors
- Contribute to the effectiveness of activity across the Development department, particularly with regards to the Raisers Edge database, in collaboration with the Director of Development and other team members

Other

- Carry out any other duties required by the Director of Development
- Deputise for the Director of Development when necessary
- Remain informed about best practice within the arts and culture fundraising sector and developments within the professional landscape
- Represent Whitechapel Gallery at public events, patron events, meetings and networking on behalf of the organisation, both nationally and internationally

Person Specification

Essential

- Excellent knowledge of the London and international contemporary art scenes, or knowledge of and/or strong interest in modern and contemporary art
- Successful track record of securing significant gifts from individuals
- A dynamic networker with the ability to understand the needs of HNWIIs, foster relationships with senior stakeholders and influence at a senior level
- Experience of working on an individual giving scheme, ideally at the Patrons level
- Exceptional interpersonal and communication skills both verbal and written; tact, confidence, and maturity to network and liaise with a wide range of people
- A strategic mindset with the ability to develop and implement policies and procedures to support best fundraising practice
- Demonstrable understanding of fundraising and cultivation events
- Ability to work on multiple projects at once, delivering projects both individually and as part of a team to tight deadlines
- Creative and innovative drive to find new and unique ways to improve the finances of the organisation and to create new opportunities
- Practical experience of creating and managing budgets
- Skills to produce well-presented and professional documents, often to tight deadlines
- Strong administrative and organisational abilities with close attention to detail
- Experience working with a CRM database to deliver fundraising goals
- Strong interest and empathy with the activities and policies of the Whitechapel Gallery, in particular the Exhibitions, Education and Public Programmes

Desirable

- Experience of working in a visual arts environment
- A graduate in a visual arts-related field
- Experience of using Raisers Edge database
- Experience of working on a fundraising gala and/or charity auction
- A strong network of contacts in the contemporary art world

Conditions of Work

- Permanent Contract: full-time
- Hours of work: 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. £36,000 gross per annum
- The period of notice is 3 months in writing on either side
- Probation period: 6 months
- Due to the nature of the job, some evening and weekend work will be required, as well as occasional travel. This will be compensated by time off in lieu.

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 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)