

## **Development 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 Anna Maria Maiolino. 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.

Despite the challenges of Covid-19, the Gallery has adapted to find new ways of bringing high-quality artistic content to our local and global audiences. It has also continued its pioneering work with young people, schools, and community groups from our local East London neighbourhood, many of which represent those most impacted by the current circumstances.

### **Role**

This is an exciting opportunity to work across all activity in 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, artists, colleagues and dedicated supporters to help shape the artistic landscape and write the next chapter of art history.

The successful candidate will work with colleagues in the team and across the organisation to help achieve the Gallery's ambitious fundraising targets. The role is designed to support all the functions of the Development team, including individual donors, trusts and foundations, statutory bodies, corporate support and development events. The postholder will have responsibility for certain core tasks and projects, while remaining flexible to help across different initiatives as required. They will also be required to help at events, both in person and digital, and represent the Gallery appropriately.

### **The Development Department**

The Development department consists of: Director of Development; Senior Development Manager; Senior Development Manager, Individual Giving and Major Gifts; Patrons Manager; Corporate Development Manager; Development Events Manager; Development Events Officer; Development Officer; and Assistant Curator, Special Projects.

### **Accountability**

The Development Officer will be line managed by the Senior Development Manager

## **Job description**

## **Duties and responsibilities**

### **Proposals, Applications & Reports**

- Support colleagues in compiling information for, drafting and formatting top-level proposals that can be adapted by fundraisers for specific prospects
- Liaise with Exhibitions, Education and Communication teams to compile post-project reports relevant to various funders' requirements
- Lead on specific funding applications or proposals as required, working closely with the relevant Development Manager

### **Research**

- Support the overall development efforts by identifying new funding prospects through prospect research and pipeline development
- Conduct detailed biographical and financial and due diligence research on corporate, individual and foundation donors and prospects as required, using appropriate print, electronic and on-line sources
- Investigate the criteria and objectives of statutory bodies, trusts and foundations, embassies and cultural institutes and corporate prospects to assess synergy with our ambitions and identify funding opportunities
- Prepare tailored profiles and/or brief biographical notes of assigned donors and prospects ahead of donor visits, meetings, and cultivation events

### **Database**

- Oversee and maintain the Prospects Master Sheet, in collaboration with colleagues at Prospect Meetings, and ensure information is updated both on the sheet and in Raisers Edge
- Support the Development Team on database-related matters as required, including gift updating, queries and reporting, constituent updating
- Help maintain accurate contacts for key organisational stakeholders, including embassies and cultural institutions
- Help support best practice across the database, ensuring that GDPR standards are upheld and data is maintained, compliant and up-to-date
- Act as the organisational liaison with Blackbaud

### **Donor Fulfilment & Stewardship**

- Support colleagues in the delivery and tracking of agreed benefits for individual and corporate Patrons as required, including coordination of VIP passes
- Coordinate bookings for specific events as required
- Work with the Development team to help devise innovative cultivation and stewardship event opportunities for prospects and donors
- Assist with Development events and initiatives as required, supporting the team and engaging with donors and prospects as a representative of the Gallery
- Monitor the Supporters e-mail address, acting as a first point of contact for queries and responding appropriately and/or directing them to relevant colleagues

**Other**

- Undertake any other relevant tasks and departmental administration as requested by the Director of Development and/or Senior Development Manager
- Support the Department in the coordination of internal and external meetings, including room bookings
- Stay up to date with contemporary art and philanthropy news

## **Person Specification**

### **Essential**

- High level of enthusiasm and motivation to support the work of Whitechapel Gallery
- Excellent communication skills, both verbal and written, and experience of dealing with individuals at difference levels
- Ability to work both independently and as part of a team
- Willingness to adapt to changing circumstances and requirements as needed
- Meticulous organisational skills, attention to detail and high standards of presentation
- Excellent time management skills, with an ability to work on multiple projects and meet deadlines
- Research experience, either in a professional or educational environment
- A passion for the visual arts with some knowledge of funding in the sector
- A good standard of computer literacy, including familiarity with the Microsoft Office suite
- A flexible attitude to hours – the position will involve some events before and after normal working hours

### **Desirable**

- Experience working in a gallery or museum
- Experience of using the Raiser's Edge database
- Knowledge of the General Data Protection Regulation (GDPR), Gift Aid and the parameters for donor prospecting
- Experience of developing and/or improving administrative systems
- Good standard of numeracy

**Conditions of Work**

- Fixed term 18-month contract from 1 April 2021 – 30 September 2022, full-time, with the possibility of progression to permanent employment
- 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: £23,500 per annum pro rata
- Probation period: 6 months
- The period of notice is 2 months in writing on either side

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

- 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