

Development Assistant – Kickstart Programme

Job description

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Background – Whitechapel Gallery

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, inspiring art courses, dining room and bookshop, Whitechapel Gallery is open all year round, so there is always something free to see. 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.

Development Department

The Development Department's aim is to raise essential funds for Whitechapel Gallery from individuals, companies and charitable trusts and foundations, enabling the Gallery to carry out its mission of bringing art to the people of east London and beyond. The team has ten members, including the Development Assistant.

Role

The Development Assistant works across all aspects of the Development Team, assisting fundraisers and providing an important administrative function. They will learn the functions and processes of a successful Development Department.

The Development Assistant reports to the Senior Development Manager, Individual Giving & Major Gifts.

Conditions of Work

- Placement: 6 months, commencing 14th February 2022
- Working pattern: 25 hours per week, across 3.5 days (Monday/Tuesday/ Friday, with half day either Tuesday or Wednesday, TBC). If possible, occasional work outside these hours would be appreciated, with time off in lieu (TOIL) provided
- Location: Whitechapel Gallery, 77-82 Whitechapel High Street, London E1 7QX (office-based)
- Wage: £10.85 gross per hour

Interviews for this role will take place at Whitechapel Gallery on **Wednesday 2nd February 2022**

Duties and responsibilities

Database

- Learn how to use a CRM database to record information about donors and fundraising
- Manage contacts on The Raiser's Edge database, ensuring data on donors and prospects is recorded and maintained
- Work with fundraisers to update donor and prospect contact details and preferences
- Work on special data projects, retroactively updating important information to make the database a more useful tool
- Update VIP and artist lists for special events

Donor Fulfilment & Stewardship

- Learn how we steward donors and arrange special events to thank them for their support
- Prepare renewal, welcome and thank you packs for Patrons and donors
- Assist with Patron mailings, both by email and post
- Work behind the scenes or on the guestlist at special donor events

Development Team Support

- Learn about various types of funding and the systems and processes of a Development team
- Coordinate department's 'Paperless Project' – sorting office and paper files to streamline documents and files electronically
- Coordinate internal and external meetings, including room bookings
- Manage departmental post
- Any other support tasks requested and agreed with the Senior Development Manager

Person Specification

Essential

- Excellent organisational skills
- Meticulous attention to detail
- Sound writing skills
- Enthusiasm to learn about fundraising and development

Desirable

- Desire to work for an arts charity
- Knowledge of or interest in modern and contemporary art or arts education
- An awareness of GDPR and confidentiality
- Experience of working with data or a database is desirable but not required