

## **Senior Development Manager, Trusts & Foundations**

### **Background**

For over a century Whitechapel Gallery has engaged young and diverse audiences by premiering world-class artists from modern masters such as Pablo Picasso, Frida Kahlo, and Hannah Höch to contemporaries such as Zarina Bhimji, William Kentridge and Cindy Sherman.

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 artists, colleagues and dedicated supporters to shape the artistic landscape and write the next chapter of art history. The Senior Development Manager, Trusts & Foundations oversees fundraising from charitable trusts and foundations, as well from statutory bodies including local councils and embassies.

### **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, Trusts & Foundations; Corporate Development Manager; Development Events Manager; Patrons Manager; Development Officer, Events and Support; Development Officer; and Assistant Curator, Special Projects.

## **Accountability**

The Senior Development Manager, Trusts & Foundations is line-managed by the Director of Development, and line manages the Development Officer.

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## **Duties and Responsibilities**

### **Fundraising**

- Raise funds towards the Gallery's core education and exhibitions programmes from trusts, foundations and statutory funders, with priorities agreed with the Director of Development
- Manage key relationships with major charitable trusts & foundations and statutory funders, delivering proposals from conception to application, and providing all follow-up and reporting, including delivery of benefits
- Work with the Director of Development to determine strategic priorities for fundraising from these bodies, including capital renewal and endowment fundraising

### **Prospecting, Cultivation and Stewardship**

- Work closely with colleagues across the organisation to understand the organisation's activities and build compelling, specific cases for support for grant applications and proposals
- Research new charitable trusts & foundations, and statutory bodies, both in the UK and overseas, to contribute to the pipeline of donor prospects
- Contribute to team-wide Prospect Meetings to identify potential funders and strategise about best approaches
- Work with the Development Team to identify best opportunities for cultivation and stewardship of prospects and donors

### **Administration**

- Maintain up-to-date records of correspondence with all trust, foundation and statutory donors and prospects
- 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 where relevant, processing of payments and storage of personal data in a way that is consistent with GDPR and other relevant legislation and best practice.
- Prepare tailored profiles of assigned donors and prospects, and briefing materials for visits by donors

### **Other**

- Deputise for the Director of Development when necessary
- Line manage the Development Officer in order to ensure their support of both and wider efforts across the Development Team

- Remain informed about best practice within the arts and culture fundraising sector and developments within the professional landscape
- Participate in Gallery-wide events, as well as representing Whitechapel Gallery at public events, meetings and networking on behalf of the organisation
- Carrying out any other duties as deemed appropriate by the Head of Development

## **Equality, Diversity & Inclusion**

Whitechapel Gallery is undertaking a major policy review to address systemic discrimination; and considering what part we can play in reforming the arts sector overall. We are auditing our programmes, our staff, and our audiences to assess successes and failures and bring about reform and innovation. Our Action Plan is guided by staff, but also draws on the experience of external organisations dedicated to combating racial injustice and social inequality. We want our workforce to represent all sections of the community and expect all our workers to have a strong commitment to work with the Gallery in creating an equal, diverse, and inclusive workplace. Our ambition is to reflect society and to create a diverse, inclusive, and welcoming environment for all to experience art.

## **Person Specification**

### **Essential**

- Successful track record of securing significant gifts from trusts and foundations and statutory funders against agreed targets
- Knowledge of the London and international contemporary art scenes, or knowledge of and/or strong interest in modern and contemporary art
- Impeccable writing skills, with an ability to write a compelling case for funding and tailor content to specific audiences
- Exceptional interpersonal and communication skills; 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
- Excellent time management skills, with the ability to work on multiple projects at once, delivering projects both individually and as part of a team and being adaptable to changes in circumstances as may be required
- Creative and innovative drive to find new and unique ways to improve the finances of the organisation and to create new opportunities
- 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
- A strong network of trust and foundation and statutory contacts in the contemporary art world

### **Conditions of Work**

- Permanent Contract: full-time
- Regular hours of work: 9.30am – 5.45pm, Monday to Friday
- Salary: c. £36,500 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)
- Option to join the Gallery's pension scheme.
- Discount from the Whitechapel Gallery bookshop
- Discount from the Townsend Restaurant
- Discounts on editions (one per edition) and publications (one per edition), depending on availability
- Training opportunities
- £200 annual travel grant (pro rata equivalent for part time staff)
- Access to the Employee Assistance Programme