

Development Manager, Grants & Foundations

Whitechapel Gallery is a touchstone for contemporary art internationally, playing a central role in London's cultural landscape in one of the world's most vibrant contemporary art quarters. 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.

This is a unique opportunity to join the Development Team of one of the world's most pioneering art galleries at an exciting stage in its 120-year history. Reporting to the Director of Development, and working closely with incoming Director Gilane Tawadros and colleagues across the organisation, the successful candidate will oversee fundraising from charitable trusts, foundations and statutory bodies, including local councils and international embassies. This role offers the potential to steward and develop many longstanding funding partnerships while also cultivating and securing new supporters for the Gallery's exhibitions, education and community programmes and other priorities.

As part of a dynamic, ambitious and collegial Development team, the Development Manager, Grants & Foundations will play a role in helping to raise over a third of the Gallery's income. We are looking for someone who is a collaborative team player but also works independently and welcomes applications from those with the demonstrable potential to grow in this position and play a vital role in the Gallery's continued success.

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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
- Alongside the Director of Development, agree on 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 the 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

- Participate in Gallery-wide events, as well as representing Whitechapel Gallery at public events, meetings and networking, acting as a professional and articular ambassador of the Gallery
- Remain informed about best practices within the arts and culture fundraising sector and developments within the professional landscape
- Carrying out any other duties as deemed appropriate by the Director of Development

Person Specification

Essential

- Track record of securing gifts from trusts and foundations and/or 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
- Excellent interpersonal and communication skills, with the ability to tactfully and professionally network and liaise with a wide range of people
- Well-honed time management skills, with the ability to work on multiple projects at once, delivering projects both individually and as part of a team
- The ability to produce well-presented and professional documents, often to tight deadlines
- Strong administrative and organisational abilities with close attention to detail
- An interest in and empathy with the activities and policies of the Whitechapel Gallery

Desirable

- Experience of working in a visual arts environment
- A graduate in a visual arts-related field
- Experience working with a CRM database to deliver fundraising goals
- A strong network of trust and foundation and statutory contacts in the contemporary art world

Conditions of Work

- Contract: Permanent
- Regular hours of work: full-time, roughly 9.30am – 5.45pm, Monday to Friday
- Salary: c. £34,000 gross per annum, depending on experience
- 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
- 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