

Senior Development Manager Job Description

NOTE: This is a re-advertisement (with amended job description) of the Senior Development Manager post advertised in late 2016. We are looking for candidates who have previously not applied.

Overview

Children & the Arts' vision is brighter, healthier, happier children through the power of an inclusive and accessible arts sector. The charity harnesses the creativity, enjoyment and aspiration of the arts to raise children's confidence and success through experiences that last.

Our projects engage with roughly 10,000 children every year and all of our work is targeted at children whose access to the arts is severely constrained by economic, social or physical barriers.

Through a network of partners we use the arts as a platform to inspire and enable personal and social development amongst those who are hardest to reach. Through our work children learn that cultural venues are welcoming, accessible and exciting places to visit.

We are the only national educational charity committed to ensuring that all children in the UK are inspired by the arts.

We have an annual fundraising target of over £1m. With a new three-year business strategy and fundraising strategy in place, it is an exciting time to join the team and be part of a growing children's charity.

Reporting to	Development Director
Also responsible to	Chief Executive
Salary	£35-45k pro rata, depending on experience
Contract	Full-time, permanent contract plus Pension
Based at	Children & the Arts, Oxford House in Bethnal Green, Derbyshire Street, London E2 6HG

Principal Areas of Responsibility

The Senior Development Manager will support the Development Director and Chief Executive in implementing the fundraising strategy, with a particular focus on raising funds from trusts, foundations, and statutory sources.

Trusts & Foundations

- To develop a diverse portfolio of trust, foundation (not including corporate trusts/foundations), and government supporters
- To develop and prepare compelling written materials, cases for support and proposals for trusts, foundations, government prospects and other funders as appropriate
- To work closely with the Projects team to plan projects requiring funding; set potential outcomes and outputs; prepare financial budgets
- To cultivate existing relationships with funders in order to secure their continued funding in the future

- To actively steward prospects through event invitations, meetings, project visits, etc
- To be the first point of contact for grant managers, involving the Development Director, CEO and other colleagues as appropriate
- To implement and oversee relevant research and prospecting work
- To work closely with the Development Co-ordinator to keep comprehensive central records of all applications submitted, correspondence and other relevant documentation, including logging this information on our database
- To work collectively with members of the Development team to ensure all trust, foundation and statutory prospects/funders are thanked and stewarded in a timely and professional manner
- To work closely with the charity's Trustees to identify connections at relevant trusts and foundations
- To keep up-to-date with relevant developments in the sector
- To track and analyse giving practices to identify trends that could affect the success of applications

Events

The Children & the Arts' Development team deliver many events, from intimate cultivation events for potential and current donors, to an annual carol concert, to large-scale dinners, auctions and performances. Although not directly responsible for any large-scale events, the post holder will be required, at certain points in the year, to support the rest of the Development team to ensure we maintain our reputation for delivering these events at the highest standard. Support will include:

- To feed into event invitation lists with current supporters and prospects
- To contribute to the development of event ideas
- To assist with event logistics for large-scale events throughout the year, including attending daytime and evening events, helping with mailouts, guest lists, and other event logistics.

As well as some event support throughout the year, the post holder will also be required to arrange any events and project visits in relation to trust/foundation/statutory donors and prospects, with responsibilities including:

- To work closely with the Projects team to plot project activity for possible donor visits
- To work with the Development Director and other Senior Development Manager to schedule cultivation events for current and/or prospect donors, and where the event is specific to trust/foundation/statutory donors/prospects, manage all event logistics including venue and catering sourcing, guest list and mailout management, and other event logistics.
- To ensure all guests lists, invitations, donations and correspondence are added to the database.

Person Specification

The following attributes are considered essential for the job:

1. Previous experience of working in fundraising within the cultural sector, particularly trust and foundation fundraising
2. Demonstrable success in reaching fundraising targets
3. Ability to identify new trust/foundation prospect approaches

4. An excellent command of written English is essential as well as the ability to write persuasive, compelling cases for support
5. Ability to prioritise and plan own workload and complete tasks to the agreed quality and within demanding time parameters
6. Exceptional organisational and administrative skills, attention to detail and accuracy
7. Mature and conscientious attitude to work
8. Excellent verbal communications skills
9. Excellent knowledge of Microsoft Outlook, Word and Excel
10. Confidence to network with donors at events
11. Ability to build strong relationships both internally and externally particularly with donors and senior Committee members/suppliers
12. Enthusiasm and commitment to Children & the Arts' mission, and ambition to form a career in fundraising

The following attributes are considered desirable for the job:

1. Experience of using databases, specifically Raiser's Edge
2. Line Management experience
3. Previous experience in organising events, working with external suppliers, managing event committees, briefing staff Statutory fundraising experience

EXTENDED DEADLINE FOR APPLICATIONS: Tuesday 14 February 2017

INTERVIEW DATES: Tuesday 21 (afternoon only), Wednesday 22 and Thursday 23 February 2017 (at our Bethnal Green office in London)

To apply for this position, please email your CV and cover letter to Rebecca Darke, Development Director on rebecca.darke@childrenandarts.org.uk