

Development Manager

The Landmark Arts Centre, a registered charity, is based in a large former church close to the River Thames in the London suburb of Teddington. This superb Grade II* listed building hosts a varied programme of concerts and exhibitions as well as a thriving arts education programme for both adults and children. The arts centre runs two popular art fairs a year and two well-attended craft fairs, each presenting the work of about 60 artists or craftspeople. A trading subsidiary raises money for the charity which is not supported by the Arts Council or the local authority, though it has recently made a successful application to the local council's Village Planning Fund.

Plans for a variety of capital improvements are being developed, all of which will require substantial fundraising. Opportunities also exist to raise funds for the arts programme, the performing arts events in particular.

The trustees plan to establish a Development Committee and the Development Manager would be expected to collaborate on its creation and to lead on the management of this group, setting goals in relation to specific Arts Centre projects.

Responsibilities

- Collaborate with the trustees and the centre manager to determine fundraising priorities and to set fundraising targets. These will include both the regular programme and capital needs. The post holder's fee and all associated costs will be included in the targets.
- Raise funds from trusts and foundations, corporate sponsors and private donors and the local authority as appropriate.
- Support the Development Committee, providing clearly set out information about the Arts Centre and its projects and helping to create fundraising events where required.
- Establish and maintain a legacy campaign.
- Provide a brief written report for trustee meetings and attend those meetings when asked to do so.
- Establish and maintain a data base of individual and corporate donors, complying with the General Data Protection Regulation.
- Ensure fundraising complies with the requirements of relevant legislation, including the Fundraising Code of Practice and the Charities Act.
- Provide the relevant information to allow Gift Aid to be claimed where appropriate.

Person Specification

- Experience of running fundraising programmes, ideally for arts organisations.
- Experience of working with a Development Committee.
- A proven track record of raising large gifts from individual donors, grant making trusts and foundations and corporate sponsors.
- Initiative, imaginative, a self-starter.
- Excellent interpersonal, oral and written communication skills.
- Numerate.
- Negotiation skills and ability to persuade and influence effectively.
- Ability to build and maintain relationships with a wide range of successful and influential people.
- Appropriate IT skills, including experience of using relational databases.

Fee

£10,000 to £15,000 per annum according to experience. This is a freelance position and assumes the post holder will work the equivalent of two days a week. The early achievement of fundraising targets could lead to an increase in the number of days and a commensurate increase in the fee.

Location

The Landmark Arts Centre is based in Teddington and the post holder will be expected to co-ordinate with Centre staff as necessary but to work from home. It is anticipated that Development Committee meetings will take place at the Centre or within the borough of Richmond upon Thames.

Website

www.landmarkartscentre.org

How to Apply: Applicants should write a maximum of three pages explaining their suitability for this position and outlining how they would tackle the job. In addition, please provide a CV and two references. We will only contact your references if we intend to offer you the post. Only electronic applications will be accepted. They should be sent to developmentatlandmark@gmail.com.

Deadline: Applications must be received no later than 1200 on Wednesday 11 April.

Interviews will be held in the week of 23 April at the Landmark Arts Centre, Ferry Road, Teddington, Middlesex TW11 9NN. Please indicate if there are any days that you are unable to attend that week.