

Development Manager

The Landmark Arts Centre is a thriving creative hub providing a wide programme of arts and education activities and events. Hugely popular arts classes, children's music events, activities for young people with learning difficulties and two adult choirs bring thousands of people into our building each year. Our concerts, exhibitions and art fairs attract people from all over the borough.

We are a registered charity and are based in a stunning Grade II* listed building of significant townscape impact, which also serves as a spectacular wedding venue and as a setting has occasionally featured in film and video over the years.

We need to invest in the upkeep and upgrade of the building and 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.

To do this the trustees plan to establish a Development Committee and the Development Manager would be expected to help us create this and then to be the lead on the management of this group.

The Role

You'll collaborate with the trustees and the arts 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.

You'll raise funds from trusts and foundations, corporate sponsors and private donors and the local authority as appropriate and support the Development Committee, once it has been set up, providing information about the Centre and its projects and helping to create fundraising events where required. You'll establish and maintain a legacy campaign and other such sources of funds.

We would expect you to work closely with the Trustees and the Centre Manager and brief us regularly.

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.

About You

You will have experience of running fundraising programmes, ideally for arts organisations and of working with a Development Committee. You will have excellent communication skills and an ability to build and maintain relationships with a wide range of successful and influential people. Initiative, imaginative, and a self-starter, your negotiation skills and ability to persuade and influence effectively will have helped you build a proven track record of raising large gifts from individual donors, grant making trusts, foundations and corporate sponsors.

Naturally we would expect you to have appropriate IT skills, including some experience of using relational databases and have an understanding of regulations affecting fundraising including the Fundraising Code of Practice and the Charities Act.

How to Apply:

We'd like you to send us a letter describing why you would be great in the role and outlining how you would go about it (less than 3 pages please), together with your CV and a completed Equal Opportunities Monitoring Form.

In addition, please provide two references whom we will only contact, with your permission, 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 Friday 6 July.