

November 2018

Development and Fundraising Officer

Thank you for your interest in the above post. Enclosed are the job description, person specification, and core terms and conditions. An equal opportunities monitoring form is also enclosed and it would be helpful if this could be completed and returned with your application.

To apply please send a full CV, including the names and contact details of two referees, one of whom should be your current or most recent employer and email to info@gtgallery.co.uk. Please also enclose a statement, which sets out your interest in and suitability for the post, taking note to address separately each of the requirements of the essential and desirable skills and experience. Your statement should not exceed two sides of A4 paper.

Applications must be received by 4pm on Tuesday 4th December 2018. Interviews are anticipated to be held in the week commencing Monday 10th December. If you have any queries about the role please email Sarah McAvera at the address above. We look forward to receiving your application.

**Development and Fundraising Officer**

Development and Fundraising Officer Job Purpose: As part of a small team, the post holder will be involved in all areas of relationship management, fundraising, marketing and department administration to help achieve an ambitious annual programme. They will also be responsible for the delivery of workshops, tours and events to enhance the gallery’s programme.

Principal duties

1. Delivery of Development Opportunities
* Devise and deliver of a programme of events and activities for Golden Thread Gallery including workshops, tours, talks, and events. (Please note that attendance at events on and off site will be required).
* Responding to enquiries and dealing with external event suppliers where necessary.
* Ensure all crediting, logo requirements and any other contractual agreements are delivered correctly and to a high standard.
1. Fundraising
* Research trusts and submit grant applications and reports in accordance with the gallery’s ambitious fundraising targets.
* Research prospective supporters, assist with cultivation and coordinate follow up.
* Work closely with Senior Management to build donor and sponsorship engagement.
* Work closely with Senior Management to identify fundraising opportunities relating to specific exhibitions and education projects.
* Attend networking events when required.
1. Finance & Administration
* Update the gallery’s databases and filing system, ensuring all records are accurate and up to date.
* Assist with progress reports.
* Ensure all fundraising activities, communications and data storage complies with current statutory regulations and best practice.
* Carry out any other duties as may be reasonably requested to further the aims of the gallery.
1. Marketing
* Promoting gallery activities on social media
* Promotion of activities through listings

PERSON SPECIFICATION

Essential skills and experience •

* A degree and a minimum of 1 year’s paid experience in the following criteria

Or

A minimum of 3 year’s paid experience in the following areas and GCSE Maths and English (Grade C or above)

* Solid demonstrable experience in arts or charity fundraising, or similar environment
* Experience of delivering events (workshops, talks, tours)
* Ability to prioritise a varied workload as part of a busy team, and stay calm under pressure
* Ability to adapt quickly to new challenges
* Strong written and verbal communication skills
* Computer competencies including word, excel, email and diary management
* Excellent organisational skills and attention to detail
* Experience of marketing and promotion
* Interest in contemporary art and art galleries

Desirable skills and experience

* Experience of working with design software such as Photoshop
* Experience of Google analytics

TERMS AND CONDITIONS OF EMPLOYMENT

|  |  |
| --- | --- |
| Responsible to: | Senior Management Team |
| Reports to: | Gallery Manager |
| Salary: | £18,720 pro rata  |
| Tenure: | Up to 16 months dependent on funding |
| Hours: | 32 hours per week Tuesday – Saturday including evenings as required |
| Place of work: | Golden Thread Gallery |
| Holiday: | 28 days annual holiday per year pro rata |
| Pension: | An auto-enrolment pension scheme is in place with Nest. Under pension auto enrolment legislation, the employee will pay 3% (before tax relief) and the employer will pay 2% of qualifying earnings to the Nest plan. From 6 April 2019, the employee will pay 5% (before tax relief) and the employer will pay 3% of qualifying earning. |
| Disclaimer | This document does not constitute an offer of employment nor forms any part of any contract |