

Turner Contemporary

JOB DESCRIPTION

Job Title: Trusts and Foundations Manager

Responsible to: Head of Development

Introduction

At Turner Contemporary, we believe in the power of art to transform people and places, doing things differently to achieve our vision; “Art Made Essential – to be leaders in social and economic sustainability; vitally connecting art, people and place, at home and around the world.”

Since opening in 2011, Turner Contemporary has become one of the most successful galleries in the UK. We have achieved more than 3.6 million visits and the gallery has been a catalyst for the social and economic regeneration of Margate. Located in a building designed by David Chipperfield Architects, on a site overlooking the North Sea, our programme of world-class events, exhibitions of historical and contemporary art and our innovative learning programme have fast earned the gallery an international reputation. With free admission, great art is accessible for all.

The Covid-19 pandemic has had dramatic impacts on the arts and culture sector. This brings with it both challenges and opportunities to forge new ways of thinking and working. Turner Contemporary is committed to challenging traditional practice to make ourselves more accessible, repositioning art as more relevant to society. Our distinctive, audience-focused approach is integral to our success and inspires interest, nationally and internationally.

Turner Contemporary is a charity governed by a Board of Trustees, chaired by Clive Stevens. The organisation receives revenue funding from Arts Council England and Kent County Council and the whole team works creatively to generate additional income. To deliver our ambitious vision and to develop our resilience and sustainability for the future, we need to increase and diversify earned income from our trading activities and secure significant annual fundraising targets.

At Turner Contemporary, our mission is art inspiring change. The arts challenge our thinking and help us to see the world differently enabling opportunities for discussion, debate, learning and listening. Our values are that Turner Contemporary is:

- **Enterprising** – we create value for ourselves, our community and our partners by being responsive to new opportunities; we encourage collaboration, creativity and initiative from our team
- **Welcoming** – we are friendly and warm, while maintaining professionalism in practice and behaviour; we ensure that the principles of inclusivity and equality are evident in how we work with our colleagues, audiences and communities

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- **Questioning** – our philosophy is one of investigation, being attuned to audience need, unlocking understanding and asking tough questions, especially of ourselves
- **Belonging** - equity, equality, diversity and inclusion are values that underpinned the development of Turner Contemporary and are essential to our ethos now and in the future.

The Development Team

Since 2015, Turner Contemporary has raised an average of over £690,000 cash per year from corporates, individuals, and trusts/foundations. The organisation currently has around 60 regular supporters across these. The Development team is responsible for driving fundraising, working with the Director, the Board, external volunteers and colleagues across the organisation. Our ambition is to sustainably grow this income over the next five years, as well as deliver ambitious targets for the gallery's 10th anniversary in 2021. The team raises income for gallery exhibitions, learning and participation activities; events; capital projects; an established endowment fund; and unrestricted revenue income.

The Development team currently comprises two existing roles: Head of Development and Trusts and Foundations Manager. In the lead up to the gallery's 10th anniversary, the team is expanding, and a new permanent post is being created: Development Officer. The Trusts and Foundations Manager will work with colleagues across the gallery and is pivotal to securing support from the gallery's largest source of fundraised income.

Turner Contemporary is an exciting, dynamic, inclusive, and forward-looking organisation at the forefront of culture in Kent. This is a unique chance to join the organisation as it continues to evolve as a sustainable and resilient charity. Turner Contemporary operates with a small team of motivated and passionate staff. The entire team works collaboratively across the organisation to deliver shared objectives.

The gallery wants to attract staff from backgrounds that are under-represented in the organisation. Applicants who can demonstrate lived experience of diversity or understanding of the issues most affecting our community, are particularly welcome.

Purpose of Job/Key objectives

The Trusts and Foundations Manager will sustain, nurture and grow relationships with trust and foundation supporters and prospects. Working with colleagues across the organisation the postholder will secure income and ensure excellent stewardship, working within agreed priorities. The successful candidate will be organised and resilient, with a good track record in relationship cultivation and management.

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Key Duties/Tasks and responsibilities

Fundraising

- Develop strategies for trust and foundation fundraising, aligning with organisational priorities and adapting to evolving funding needs and priorities
- Ensure all proposals align with Turner Contemporary's vision, mission, and values
- Cultivate and sustain strong relationships with supporters, offering consistent, high-level and personalised stewardship
- Identify, research, and create compelling proposals with budgets, with working colleagues and/or external consortium partners, sharing progress and incorporating feedback
- Lead negotiations of new funding collaborations and ensure agreements are approved and signed by appropriate colleagues
- Maintain existing and co-create new cases for support for a range of initiatives and projects
- Lead in funder thanking, acknowledgement and reporting, working with colleagues to plan and deliver these on time and as agreed

Strategy

- Contribute to the management and planning of the gallery's work by actively participating with nominated project teams, Strategic Planning Meetings and other groups
- Monitor trust and foundation fundraising performance against agreed targets, ensuring a sustainable balance of unrestricted and restricted income
- Agree priorities and timescales for restricted income fundraising with Head of Development and work with Finance and project colleagues to monitor expenditure of restricted funds
- Encourage and support Trustees and influencers to take a proactive role in trust and foundation fundraising, together with the Head of Development

Events and communications

- Stay well-informed about news and emerging issues relating to the arts, culture, and creative sectors, as well as the fundraising profession, and share updates with colleagues
- Represent Turner Contemporary externally and proactively identify and attend sector networking events and meetings
- Contribute to the planning and delivery of Development events and communications
- Oversee the production of briefing notes for Trustees and staff

Systems, Processes and Administration

- Ensure compliance with policies and procedures such as due diligence, GDPR and Fundraising Regulator guidelines
- Maintain digital records, including database records, financial information, agreements, contact details, communications, event attendance and memberships
- Oversee the tracking and recording of all trust and foundation income and expenditure agreeing processes with colleagues

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- Oversee administrative systems to ensure that grants are processed, managed, and monitored to achieve maximum impact for beneficiaries
- Work with Head of Development to produce data and analyses for regular reporting

Other

- Where requested, support any aspect of work in the Development team and across the organisation to help deliver shared goals and objectives
- Undertake any other duties as reasonably directed

Flexibility regarding availability outside normal working hours is required.

NB this job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Head of Development of Turner Contemporary without change to the level of responsibility appropriate to the grading of the post.

Person specification		
Education and Knowledge	Essential	Desirable
Excellent standard of education with good level of literacy and numeracy	√	
Knowledge of the statutory, regulatory and ethical environment within which charity fundraising operates	√	
Awareness of the work of Turner Contemporary		√
Awareness of and interest in art, culture, and/or the creative sectors		√
Knowledge of the most pressing issues and challenges facing people living and working in Thanet and East Kent		√

Experience	Essential	Desirable
Experience of working in a fundraising team to lead and successfully raise income	√	
Demonstrable track-record in significant trust/foundation fundraising success, including ambitious, multi-year, complex bids	√	
Knowledge and experience of working with a fundraising database, e.g. thankQ or The Raisers' Edge		√

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Skills & Abilities	Essential	Desirable
Excellent numeracy and confidence in co-developing budgets for complex projects with colleagues	√	
Outstanding English language writing skills, including proof-reading and ability to build compelling case for support stories	√	
Excellent IT skills and confidence with experience in using databases, MS Office suite, web browsers, and other business software	√	
Ability to research, identify and develop successful approaches to potential trust and foundation supporters	√	
Ability to manage a workload and prioritise across several activities in parallel to meet deadlines	√	
Excellent record-keeping and administrative skills	√	
Ability to research, identify and qualify potential supporters	√	

Personal Qualities & Attitudes	Essential	Desirable
Adaptable, flexible, and emotionally resilient	√	
Demonstrable interest in Thanet and East Kent, with an awareness of the challenges and opportunities facing this community		√
Demonstrable commitment to Turner Contemporary's vision, mission and values, and a tolerant respect for all the gallery's communities	√	
Commitment to personal development and learning, and responsiveness to constructive feedback	√	
Organised, methodical, hard-working, and disciplined approach to work, with drive for success of you, colleagues and beneficiaries	√	
Diplomatic and tactful with an ability to represent the Gallery professionally to a range of people	√	
Positive and motivated with good judgement about when to work independently and when to collaborate with colleagues or seek help	√	

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Key conditions of service

This post is subject to a 6 month probationary period, verification of identity and proven right to work in the UK, satisfactory references from previous employers covering up to a 5 year period, declaration of any unspent criminal convictions (and where appropriate a satisfactory risk assessment).

Location:	Temporarily home-based, ordinarily based at Turner Contemporary, Margate, Kent
Salary:	£26,000-£28,000
Hours:	Full-time, 37.5 hours per week Some evening and weekend working
Contract:	Permanent
Leave:	25 days per annum plus Bank Holidays
Probation:	6 months
Pension:	Turner Contemporary contributes 3% Employee contributes 4%
Staff Discounts:	50% in the café, 25% in the gallery shop
Deadline for Applications:	5pm on Monday 9 November 2020
Interviews to be held online:	Monday 16 November 2020