

# Turner Contemporary

## **JOB DESCRIPTION**

**Job Title:** Development Officer

**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.

Following the success of hosting the prestigious Turner Prize 2019 exhibition and awards ceremony, the gallery team is leading a cultural tourism programme, England’s Creative Coast, and is inspiring children aged 7-9 to lead a major project and have a transformative impact in their local community through Pioneering Places. The gallery is currently closed for refurbishment work and we are using this opportunity to plan for the next phase. Despite the challenges that 2020 has presented, we are looking forward to celebrating our 10<sup>th</sup> anniversary in 2021.

We have four values that are embedded across all areas of our work. We are looking for an individual who adopts and exhibits these values in everything s/he does.

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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
- **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.

## Context

JMW Turner (1775-1851) was a regular visitor to Margate both as a child and later in life. The gallery was established to celebrate his links to the town and the north Kent coast. Turner Contemporary is based in an area known as Thanet, comprising the towns of Ramsgate, Broadstairs and Margate and surrounding villages. Within easy reach of London and continental Europe, it has outstanding environmental assets, including “Blue Flag” beaches and the UK’s longest stretch of coastal chalk.

The investment in and development of Turner Contemporary has been the catalyst for significant transformation. However, although Margate is now experiencing considerable development and regeneration, the economy within Thanet is still extremely fragile. In 2016, GVA per capita in Thanet was 63% of the county average and productivity in Thanet is estimated to be about 80% of the county-wide average. Margate contains high levels of deprivation, with low wages, poor levels of education, skills and training, poor health, high levels of crime and high unemployment levels. Like many other places, Covid-19 has negatively impacted our community. But there are still opportunities including growth holidaying in the UK, as well as increased interest in living in coastal towns like Margate.

## 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 to become a £1 million department, as well as deliver ambitious targets for the gallery’s 10th anniversary in 2021.

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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 Development Officer will work with colleagues across the gallery and is a pivotal role in our ambitions for driving philanthropic income generation at Turner Contemporary.

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 Development Officer plays a vital role in Development team's activities by maintaining key systems and supporting colleagues in sustaining relationships with supporters and prospects across all streams. Working with colleagues across the organisation the postholder will support delivery of all levels and types of Development activity. This will include one-off donations, Patrons, corporate partnerships, and trust/foundation activity, as well as managing data, finance and compliance. The successful candidate will be organised and methodical, with a good track record in data management and a keen eye for details.

## **Key Duties/Tasks and responsibilities**

### *Fundraising*

- Contribute to Turner Contemporary's fundraising effort, working with colleagues, and supporting requests for donations, grants, and sponsorships
- When due, organise thanks and acknowledgement, as well as support delivery of agreed stewardship
- Track and record giving through all channels and payment methods using agreed processes

### *Events and communications*

- Work with colleagues to organise and deliver high-quality Development events, activities, meetings, and private and bespoke gallery tours
- Support planning and delivery of Development communications such as e-newsletters, invitations, event follow ups, print and communications across the gallery's public spaces
- Produce impressive presentations, proposals, and reports
- Lead the production of briefing notes for Trustees and staff

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## *Systems, Processes and Administration*

- Agree and implement business processes as requested, including compliance with policies and procedures such as due diligence, GDPR and Fundraising Regulator guidelines
- Maintain digital records for Development, including database records, financial information, agreements, contact details, communications, event attendance and memberships
- Ensure integrity of the CRM database, including regular updates, de-duplication, data cleans and archives where required
- 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
Good standard of education with good level of literacy and numeracy	√	
Awareness of the work of Turner Contemporary		√
Awareness of and interest in art, culture, and/or the creative sectors		√

Experience	Essential	Desirable
Experience of working in an administrative role		√
Experience of working with finance processes in a company, business, or not-for-profit setting		√
Experience of supporting preparation of presentations and written proposals, including through research and proof-reading		√
Experience of working within a fundraising or not-for-profit setting		√
Knowledge and experience of working with a fundraising database, e.g. thankQ or The Raisers' Edge		√

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Experience of supporting the delivery of events, such as for supporters, prospects or VIP visitors		√
Experience of generating ideas and drafting content for external communications, such as newsletters, invitations, website pages and/or social media posts		√

Skills & Abilities	Essential	Desirable
Good basic numeracy and confidence in working with numbers and using spreadsheets	√	
Good verbal and written communication skills, with proficiency in writing, speaking and communicating in the English language	√	
High degree of IT proficiency and confidence with experience in using databases, MS Office suite, web browsers, and other business software	√	
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 funders, donors and 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).

<b>Location:</b>	Turner Contemporary, Margate, Kent
<b>Salary:</b>	£25,000
<b>Hours:</b>	Full-time, 37.5 hours per week Some evening and weekend working
<b>Contract:</b>	Permanent
<b>Leave:</b>	25 days per annum plus Bank Holidays
<b>Probation:</b>	6 months
<b>Pension:</b>	Turner Contemporary contributes 3% Employee contributes 4%
<b>Staff Discount:</b>	50% discount in the café (when open) 25% discount in the gallery shop
<b>Deadline for Applications:</b>	<b>5pm on 23 November 2020</b>
<b>Interviews to be held online:</b>	Monday 30 November 2020