

# Turner Contemporary

## JOB DESCRIPTION

**Job Title:** Trusts and Foundations Manager

**Responsible to:** Head of Development

### Introduction

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 innovative learning have fast earned the gallery an international reputation. With free admission, great art is accessible for all.

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 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 the delivery of fundraising targets, working with the Director, the Board, external volunteers and colleagues across the organisation. The team raises income for gallery exhibitions, learning and participation activities; events; capital projects; an established endowment fund; and unrestricted revenue income.

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.

## **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.

## **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, working with 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 the process of thanking, acknowledgement and reporting to funders, 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, to ensure timely delivery of 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
- 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 is required for attendance at Turner Contemporary events which may be held outside of normal working hours, in the evening or at weekends.

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

<b>Education and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
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		✓
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a team to lead and successfully raise income	✓	
Demonstrable track-record in successfully bidding for significant income, including ambitious, multi-year, complex bids	✓	
Knowledge and experience of working with a fundraising database, eg thankQ or The Raisers' Edge		✓
<b>Skills &amp; Abilities</b>	<b>Essential</b>	<b>Desirable</b>
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 a compelling case for support	✓	
Excellent IT skills with experience in using databases, MS Office suite, web browsers, and other business software	✓	
Ability to research, identify and develop successful approaches to potential prospects	✓	
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	✓	

<b>Personal Qualities &amp; Attitudes</b>	<b>Essential</b>	<b>Desirable</b>
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 for 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/when to collaborate with colleagues or seek help	✓	

### **Key conditions of service**

<b>Hours:</b>	Full-time, 37.5 hours per week preferred (part-time working/some flexibility may be considered) Some evening and weekend working required
<b>Salary:</b>	£30,000 - £32,000 per annum, dependent upon experience
<b>Contract:</b>	Permanent
<b>Location:</b>	Turner Contemporary, Margate, Kent and home-based
<b>Leave:</b>	25 days per annum plus 8 Bank Holidays (Total 33 days)
<b>Probation:</b>	6 months

**Deadline for applications: 9am on Monday 26 April 2021**

**Interviews to be held: Friday 14 May 2021 (online)**

**We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.**