

# Turner Contemporary

Appointment of  
Development Manager

March 2024





<b>Job title</b>	Development Manager
<b>Responsible to</b>	Head of Development
<b>Location</b>	Fully negotiable
	Permanent, Full-time
<b>Contract</b>	£36,000 – £38,000 per annum (depending upon experience)
<b>Salary</b>	37.5 per week, including some weekend and evening work to attend private views, openings and other events
<b>Hours</b>	

#### Staff benefits

- 33 days holiday (including Public Holidays)
- Pension scheme
- Employee Assistance Programme
- Access to the Bike2Work scheme
- Access to on-site staff car parking
- Discount at the shop and on-site cafe
- Free flu jabs
- Company sick pay
- Enhanced Maternity and Paternity leave schemes

#### Introduction

At Turner Contemporary, we believe in the power of art to transform people, places, and lives. Since opening in 2011, we have established ourselves as one of the UK's leading art galleries, and have been a catalyst for the regeneration of Margate, welcoming over 4 million visitors and putting over £70m back into the Kent economy.

Located in an award-winning building designed by David Chipperfield Architects, our programme of world-class events, free exhibitions of historical and contemporary art and innovative learning focus have earned the gallery a stellar international reputation. We are committed to offering an outstanding experience for our visitors, both online and in the gallery.

#### Our values aim to ensure that Turner Contemporary is always:

**Enquiring** – we champion the energy and ideas of the wider artistic community and the importance of creative learning

**Welcoming** – we consciously channel Equity, Diversity and Inclusion in everything we do

**Caring** – we embrace our role of civic responsibility and are a good neighbour and employer

**Partnering** – we actively seek to be a positive partner, locally and nationally

**Examining** – we use data and evidence to inform decisions and our practice; we advocate environmental sustainability through our programme and our actions

**Promoting** – we understand culture as integral to health and wellbeing and as vital to place

## Purpose of job

This is an exciting opportunity to join Turner Contemporary at a pivotal moment. Under the new leadership of Clarrie Wallis as Director with Matthew Slotover (Founder and Director, Frieze) as Chair, our Development Manager will play a career-defining part in plans. You will help deliver our refreshed vision as we significantly shift our operating model.

We are looking for a Development Manager to work closely with the Director and Head of Development to develop and deliver Turner Contemporary's fundraising strategy, predominantly focused on giving circles, major donors and unrestricted regular and one-off supporters, as well as supporting fundraising efforts and co-ordinating relationships with trusts and foundations.

Our ideal candidate is an experienced, high performing and target driven Manager, with a demonstrable track record of securing gifts and donations from mid-high value individuals and corporations, and a deep understanding of the principles of successful relationship stewardships, across a diverse group of donors, patrons and partners.

The Development team currently comprises two roles: Head of Development and Development Assistant. In the current financial year, Turner Contemporary is on target to raise over £1.2 million cash from corporates, individuals, and trusts/foundations. This makes up approximately 35% of total income. Remaining income includes Arts Council England National Portfolio funding, Kent County Council core funding, enterprise activities (retail, e-commerce, venue hire and café/catering) and an endowment. The team collaborates closely with the Director, Strategic Leadership Team, Board and a newly formed Development Council. It raises income for gallery exhibitions, learning and participation activities, events, capital projects, an established endowment fund and unrestricted revenue income.

## MAIN DUTIES:

### Donor Cultivation

- Grow and sustain an agreed pipeline of donors, including giving circles, major donors and unrestricted regular and one-off supporters, and also work with colleagues on corporate and trust/foundation fundraising, where appropriate.
- Work with the Head of Development to meet or exceed income targets through direct solicitations and by working with senior colleagues, ensuring alignment with Turner Contemporary's programmes and goals.
- Research and prepare compelling proposals and applications around fundraising priorities and appropriate to potential donor interests, levels of giving and wider Turner Contemporary priorities, ensuring alignment of support with plans, programmes and budgets.
- Work with Development team to brief gallery colleagues, Trustees and Development Council members to effectively guide donor cultivation, requests for support and relationship building.

## Relationships

- Work with colleagues to cultivate and steward donors around planned gallery programme events, through a rolling Development prospect and donor engagement programme, and through one-to-one and bespoke engagement plans, where appropriate.
- Demonstrate to supporters how their support directly benefits Turner Contemporary's audiences and communities by creating compelling project or impact reports and, where appropriate, demonstrating delivery of commitments made to supporters.
- Develop communications (including letters, emails and print collateral) to directly engage prospects and donors, letting them know how they can make a difference and while also engaging more deeply with the gallery.
- Identify and build relationships with key influencers, including creatives, sector professionals, notable figures and other advocates, working with these directly or with other colleagues.

## Strategy and Planning

- Work with Head of Development to continue developing the gallery's case for support, fundraising collateral, supporter crediting and events.
- Advocate for Development across the organisation to champion fundraising for exhibitions, learning activities, projects and other initiatives, developing new giving propositions where appropriate.
- Define, agree and deliver against solicitation plans to realise fundraising targets, including monitoring of progress in each area and identifying where plans need to change or adapt.

- Work with Development and Communication colleagues to develop and deliver fundraising campaigns and appeals, testing a range of approaches, methods and messages, and monitoring the impact of these to inform future initiatives.

## Administration

- Maintain effective CRM and digital records in relation to Development's work and ensure Finance and other colleagues are updated through agreed processes on income raised.
- Where appropriate, manage expenditure in line with agreed budgets, ensuring detailed record-keeping and reporting using agreed processes.
- Ensure compliance with Turner Contemporary's Fundraising Policy and Guidelines and with GDPR, PECR, tax, Fundraising Regulator Code of Practice and other applicable laws and regulations.
- Participate in organisation-wide initiatives to improve digital, data and business processes and pro-actively work with colleagues to ensure these better align with each other to promote for effective working.

## Reporting

- Provide monthly updates on progress against targets to the Head of Development, including planned proposals and income forecast, pledged and paid.
- Contribute updates to quarterly Board reports, including targets, strategy, progress, plans, development activity and risk assessment on projected income, where necessary.

- Initiate and manage regular meetings with the Head of Development and the Development team, as well as with other teams as agreed.

## **General**

- Work within Turner Contemporary's Equity, Diversity and Inclusion and other policies to contribute to equitable treatment of employees and colleagues and equitable delivery of service to donors and audiences.
- Carry out other duties as required, commensurate with the level and nature of the role.
- Represent the gallery at public events at Turner Contemporary and elsewhere.

## **Person specification**

### **Essential:**

- A strong track record in successful charitable fundraising from a range of private and public sources, with particular experience in individual fundraising at all levels
- Good experience of supporting the creation and managing the delivery of fundraising strategies and plans
- Ability to develop compelling cases for support on an on-going basis
- Excellent written and verbal communication skills, including presentation skills
- Excellent interpersonal and networking skills

- Proven project management, planning and prioritisation skills, working effectively with multiple contacts and deadlines
- Demonstrable experience of finance and budget management
- Strong interest in contemporary arts and culture
- Commitment to and experience of equity, diversity and inclusion work
- Understanding of effective marketing and communications for fundraising

### **Desirable:**

- Experience of working for cultural organisations
- Knowledge and experience of contemporary visual arts
- Warm and wide network of donor contacts relevant to the gallery's work
- Experience of successful fundraising from international sources
- Knowledge and experience of tax efficient giving options in the UK and internationally
- Good understanding of fundraising best practice, new developments and trends
- Good understanding of issues affecting arts fundraising
- Demonstrable experience of partnership working

## HOW TO APPLY

If you would like to be considered for the role, please send us the following:

- An up-to-date CV.
- A supporting statement which details why you want the role, how it fits in to your longer-term career plans and how you feel you meet the expectations of the JD and person specification, ensuring that you address each point under the essential criteria of the person specification.
- The names and contact details for two referees, one of whom should be your current or most recent employer, if possible. We will not contact any referees without your prior permission.
- Confirmation if you identify as disabled. As a Disability Confident employer, we will offer an interview to all disabled applicants who meet the essential criteria within the person specification.

Completed applications should be submitted to [applications@turnercontemporary.org](mailto:applications@turnercontemporary.org) by **12pm Friday 12 April 2024**, clearly stating in the email subject 'your name – application for Development Manager'.

First interviews will be held online on **Thursday 25 April**.  
Second interviews will be held at Turner Contemporary with the date to be confirmed.

If you require further information about this recruitment process, need additional information about the role, or would like to discuss your access requirements please email Medina Ward on [mward@turnercontemporary.org](mailto:mward@turnercontemporary.org).

We would appreciate it if you could also complete the **Equal Opportunity Monitoring Form**.