

## **Job Description**

**Job title:** Development Manager

**Reporting to:** Senior Development Manager

### **Role Overview**

As Development Manager, you will be responsible for managing and supporting Nottingham Contemporary's ambitious development strategy to increase income, in collaboration with the Senior Development Manager who holds the overall responsibility for targets and strategy. Ensuring excellent stewardship of all supporters and a strong pipeline of donors and funders will be essential.

You will work with the Senior Development Manager to lead on and maximise income from trusts and foundations in particular, in support of Nottingham Contemporary's core programme including: exhibitions, artist commissions, learning and capital projects, focusing on gifts at the five and six figure level.

### **Main Responsibilities**

#### **Trusts & Grants**

- Ensure a comprehensive understanding of major trust and foundation priorities and opportunities, identifying where these align with Nottingham Contemporary's priorities to secure funding and steward donors
- Hold oversight of the trust and foundation pipelines and work collaboratively with the Senior Development Manager, Director and programmers to develop and align cultivation strategies and asks
- Develop and implement cultivation and solicitation strategies for trusts and foundations in agreement with the Senior Development Manager and Director
- Research and lead on writing compelling applications with strong cases for support to trusts and foundations to secure five and six figure, and multi-year grants in support of the organisation's goals, working closely with programme leads
- Take responsibility for and manage own pool of trusts and foundations and connected individual prospects, progressing their relationship with Nottingham Contemporary in accordance with agreed strategies
- Ensure all grant funding terms and conditions are met
- In collaboration with the Exhibition Team and others, prepare timely project report templates and reports on the outcomes of donor and funder support, and ensure trustees and stakeholders are kept informed on a regular basis
- Maintain excellent relations with key stakeholders and existing funders

#### **Individual Giving & Sponsorships**

- Support the Senior Development Manager with ongoing prospect research beyond trusts and foundations for exhibitions, live and learning programmes and other organisational priorities
- Lead on the identification and cultivation of appropriate corporate sponsors (including commercial galleries) devising carefully tailored and convincing proposals to secure additional funding (with pro-bono support)

# Nottingham Contemporary

- Support the Senior Development Manager, Director and Exhibitions Team, with relationship management of commercial galleries who support Nottingham Contemporary through giving circles and events
- With oversight from the Senior Development Manager and Director, support with the delivery of a creative programme of cultivation and stewardship events for donors, funders and prospects
- Contribute to developing effective guestlists for Nottingham Contemporary's events in support of cultivation and stewardship strategies
- Assist in improving and maintaining best practice donation fulfilment and donor care processes, utilising our CRM system wherever possible
- Maintain accurate, up-to-date information on all funders, donors and prospects, including crediting requirements
- Ensure data on all funders and supporters is kept up to date and that processes are followed according to GDPR and Nottingham Contemporary's ethical fundraising policy
- Support the Senior Development Manager to improve return on investment for fundraising through events and auctions, including representing Nottingham Contemporary and its Artist Editions at events such as Frieze London

## Communications

- Work closely with the Marketing Manager to ensure excellent communication with supporters, funders and enable effective promotion of fundraising projects and activities
- Working with the Senior Development Manager and Marketing Manager, manage the effective use of digital platforms and new technologies to help support the growth of philanthropic giving through Nottingham Contemporary's website and effective employment of its CRM system
- Coordinate and maintain up to date online fundraising information, messaging, funder/donor credits, and support the Marketing Manager with content and functionality
- In liaison with the Senior Development Manager, produce high quality letters, brochures, funding proposals and reports for trust and foundations and other current and potential supporters as required
- Create timely end of project reports for funders and stakeholders, overseen by the Senior Development Manager

## Partnerships

- Support the Director and the Senior Development Manager in building the organisation's profile across stakeholder groups
- Represent Nottingham Contemporary at external meetings and events as required
- Be an advocate and effective representative of the organisation at private views, previews, or other evening and weekend events as appropriate

## Financial Management

- Contribute to the financial wellbeing of the organisation, ensuring that annual income targets are achieved and revenue is maximised
- Help to maximise income from other sources including Gift Aid and input into the development of any future fundraising initiatives such as legacy fundraising, membership schemes etc.
- Lead on recording accurate financial information for trusts and foundations and other donors within your funder pool, supporting the Senior Development Manager with administrative tasks

## Other

- Adhere to fundraising best practices and ensure compliance GDPR and other relevant guidance for transparent and accountable fundraising
- Complete relevant training and participate in meetings to support the organisation's values, your role and professional development
- To undertake any other duties as reasonably requested

## Person Specification

Qualifications and Education
<b>Essential</b>
Knowledge and Experience
<b>Essential</b>
A track record in fundraising and/or relationship management in the not for profit, cultural or other relevant sectors, ideally at the 5-6 figure level, and evidence of developing and maintaining a network of contacts related to this.
Experience of trusts and foundations fundraising or similar bid/proposal writing, and the ability to align organisational opportunities with funder requirements.
Experience of working with project budgets and presenting financial information.
Excellent IT skills, including proficiency in Word, PowerPoint and Excel.
<b>Desirable</b>
Experience of using CRM databases to record and manage supporter data and the ability to ensure best use of CRM systems.
Skills and Abilities
<b>Essential</b>
Excellent interpersonal, written and oral communication skills with the ability to write compelling proposals and communicate this effectively through face to face presentations.
Excellent organisational and project management skills, with the ability to manage a busy workload and meet agreed deadlines.
Exceptionally well organised with an eye for detail and proven ability to forward plan.
A team player able to work flexibly, positively and creatively with colleagues to achieve shared goals.
Personal Attributes
<b>Essential</b>
Innovative and creative.

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Collaborative and inclusive.

Focused and results-driven.

Brave to challenge, take risks and be accountable.

Professional & resourceful approach to work and colleagues.

Natural curiosity.

Flexible approach.

Availability and willingness to work ad hoc weekends, bank holidays and evenings.