

# THE PHOTOGRAPHERS' GALLERY

<b>Post:</b>	<b>Development Manager (Maternity Cover)</b>
<b>Team:</b>	Development Team
<b>Reports to:</b>	Head of Development
<b>Contract:</b>	Fixed term, full time (9-month contract, with possible extension up to 12 months)
<b>Location:</b>	W1 London. (Predominantly office-based, with remote/flexible working when required)
<b>Salary:</b>	Banding £32,000-£37,000 pro-rata salary, dependent on experience
<b>Holiday:</b>	25 days per annum, plus bank holidays, pro-rata
<b>Pension:</b>	6% employer and 2% employee

## The Photographers' Gallery

The Photographers' Gallery explores how photography is connecting, captivating and radically changing our world today. The Gallery's programme and spaces – from exhibitions, talks, workshops and digital platforms, to the galleries, shop and cafe – all explore the beauty, complexity and future of photography. Right outside the Gallery, the very best of contemporary photography is shown for free, day and night, in Soho Photography Quarter. On the borders of busy Oxford Street and vibrant Soho, the Gallery is home to photography experts, novices and the photo-curious; artists and students; tourists and passers-by; and an enthusiastic and committed staff team. Read more: [thephotographersgallery.org.uk](http://thephotographersgallery.org.uk)

## Team Description

The Development Team is primarily responsible for fundraising for the Gallery's programme of activities, including exhibitions, educations, events and public programme. In addition to the Development Manager, the team includes:

- Head of Development, primarily focused on identifying and securing funding across all income streams and supporting the Director with strategic projects.
- Membership Manager, responsible for delivering TPG's membership strategy, plus management, recruitment and administration of the scheme.

The Development Team works closely with all other Gallery departments – in particular Programming (education/exhibitions), Communications, Visitor Experience and Print Sales. The funding relationship with our major stakeholder, Arts Council England (ACE) is primarily handled by the Director.

## About this Role

The Development Manager reports to and works closely with the Head of Development to seek and secure financial support for TPG by fundraising primarily from individual donors, as well as supporting the Gallery's wider fundraising efforts and strategy, including supporting new partnerships and stewarding relationships with corporate members and sponsors, aligned to the exhibition programme.

Central to the role will be your management of TPG's Patrons scheme, requiring you to build and maintain relationships with our Patrons at all levels, identify and recruit new supporters for the Gallery, and deliver a high-quality seasonal events programme. In doing so, you can help the Gallery to achieve its wider aims of exploring how photography is connecting, captivating and radically changing our world today.

## **Main Responsibilities:**

### **Corporate Sponsors & Partners:**

- Support the Head of Development in drafting and sending proposals to corporate prospects, set up and manage timelines of benefits delivery, manage day-to-day enquiries from corporate supporters, in coordination with the Membership Manager
- Maintain ongoing relationships with corporate sponsors, partners and members, ensuring benefits are delivered and their relationship with TPG is strengthened
- Together with the Head of Development and the Visitor Relations & Events Manager, support and facilitate delivery of Development and corporate partner events

### **Individual Supporters**

- Grow and manage the day to day running of TPG's Patrons scheme (comprising four tiers of regular individual giving: Associate Patrons £600, Patrons £1,500, Director's Circle £5,000, Exhibition Council £10,000).
- Provide effective stewardship, communications and acknowledgements for all individual supporters and donors (in collaboration with the Head of Development), ensuring a high level of retention
- Devise, plan and deliver an ongoing programme of photography events for all donors, including artist studio visits, gallery tours, collection visits, as well as annual international trips (to Les Rencontres d'Arles and Paris Photo in particular), in coordination with Head of Development and Director.
- Identify and cultivate individual prospects at all levels, with particular emphasis on Patrons and Associate Patrons.
- Coordinate Gallery invitation lists with the Membership Manager and collaborate with other Gallery teams to ensure successful running of TPG's main exhibition launches, opening lunches and other special events, as directed by the Head of Development and Director.

### **Administration, Finance and Comms:**

- Maintain the department's shared income and expenditure budget
- Ensure that all income raised is appropriately acknowledged and that record keeping is exemplary
- Liaise with the Head of Development, Membership Manager and Finance team to ensure revenues and costs are accurately reported
- Work with the Membership Manager to maximise TPG's participation in the Gift Aid scheme, compile the annual Gift Aid claim and ensure that all declarations are up-to-date
- Work with the Membership Manager to ensure that department administration runs efficiently (renewal letters, department financial records etc.)
- Support the Head of Development with research into and preparation of applications to Trusts & Foundations, ensuring reports are prepared and issued against deadlines
- Draft correspondence, proposals, gift agreements and reports as required by the Head of Development
- Liaise with staff across the Gallery to ensure correct donor acknowledgement

### **Other duties:**

- Build excellent working relationships with colleagues and Board members, to secure their cooperation and assistance in identifying, cultivating and stewarding supporters
- Keep up to date with best practice, news and legislation around fundraising

Additionally, The Photographers' Gallery has several cross departmental working groups aimed at giving staff a voice and opportunity to contribute and develop skill outside their role. These are voluntary working groups such as the Staff Forum; Equalities, Diversity & Inclusion taskforce; Environmental Working Group. There is an expectation that staff will support the wider, internal workings of the gallery, where possible, by joining one or more of these voluntary working groups as well as by contributing to staff and team meetings; and through attending professional development opportunities and training sessions.

**Person Specification (to include by not limited to):**

The successful candidate will possess the tact, confidence and professionalism to liaise and work with a wide range of people including individual donors, corporate partners, staff and Trustees. They will have a genuine interest in photography and a passion for the visual arts and cultural sector.

**Ideal experience/skills:**

- Experience in a similar fundraising role, ideally within the cultural sector (or in a business context), working with individual supporters and corporate partners
- Demonstrable experience of organising and delivering events, with a close attention to detail
- Excellent understanding of fundraising principles, compliance and data
- Experience of using a CRM and/or fundraising database.
- Highly computer literate, with a fluent knowledge of Microsoft Office suite.
- Experience of representing an organisation to key partners and collaborators
- Excellent written communication and public speaking skills
- Experience of financial management; monitoring, reporting and forecasting against plans and budgets
- Target-focussed with effective time management, prioritisation, and planning skills
- Flexibility to occasionally work outside normal working hours – as appropriate and required

Ability to carry out duties in accordance with TPG's procedures and policies, which include GDPR Data Protection policy, Fundraising Due Diligence policy and Policy & Practice in Accepting Donations.

**Whilst the above person specifications offers a useful guide to the experience level expected, we encourage applications from anyone who feels they could bring alternative, equally beneficial skills, experience and perspective to the role.**

The Photographers' Gallery is committed to equal opportunities and encourage applications from all persons without discrimination. We particularly welcome applications from people currently under-represented in the arts sector, particularly disabled people and those from Black, Asian and minority ethnic backgrounds.

To apply please download an application pack from <https://thephotographersgallery.org.uk/about-us/job-vacancies-tpg> and an Equal Opportunities form. Please note we cannot accept CV-only applications – you must complete the application pack to apply for this role.

Please email completed applications to [vacancies@tpg.org.uk](mailto:vacancies@tpg.org.uk) with subject header: **Development Manager (Maternity Cover)**

Deadline for applications: **Tuesday 30 June, 5pm**

Interviews scheduled for: **Tuesday 14 July**

*Please note: if you are not invited for interview your application has not been successful. With apologies we are unable to respond to personal enquiries.*