

THE PHOTOGRAPHERS' GALLERY

Post:	Development Officer
Team:	Development Team
Line Management:	Senior Development Manager
Contract:	Full time, permanent
Location:	W1 London. (Predominantly office-based with remote/flexible working when required)
Salary:	Banding £23-28,000 (depending on experience)
Holiday:	23 days plus bank holidays
Pension:	6% Employer and 2% Employee

The Photographers' Gallery

The Photographers' Gallery is the UK's leading centre for the presentation and exploration of photography in all its forms and a dedicated home for an international photographic community. Established in London in 1971, it has been instrumental in reflecting photography's pivotal role in culture and society and championing its position as a leading art form through a rich programme of exhibitions, talks, events, workshops, courses and other activities. Read more about the Gallery [here](#).

Team Description

The Development Team is primarily responsible for fundraising for the annual revenue needs of the Gallery's programme of activities, beyond what is already generated by the Gallery's Enterprises (Print Sales, Bookshop and Café). The funding relationship with our major stakeholder, Arts Council England (ACE) is primarily handled by the Director and Deputy Director.

In addition to the Development Officer, the team includes:

- The Director of Business Development, primarily focused on securing new business across all income streams and supporting the Director with strategic projects;
- A Senior Development Manager, focusing primarily on Individual Giving (cultivation and stewardship of relationships), stewardship of Corporates and T&F relationships
- A Trusts and Foundations Consultant (two days per month), responsible for the Trusts and Foundations strategy and applications.

We are also currently recruiting for a six month Kickstart Scheme Development Assistant.

The development team works closely with all other Gallery teams – in particular Programming (education/exhibitions), Communications and Print Sales.

About this Role

The Development Officer will work across all income sources: General Membership, Individual Giving, Corporate and Trusts and Foundations. The Development Officer will play a central role in the team, and take specific responsibility for TPG General Membership, as well as work closely with the Senior Development Manager to recruit and steward Patrons, with an emphasis on Young Patrons.

Main Responsibilities:

- Be responsible for TPG Membership including fulfilment, campaigns and reporting
- Support the Senior Development Manager with all activities in relation to individual prospects, cultivation and stewardship, with an emphasis on Young Patrons
- Work on the planning and implementation of the Patrons and Members events, and work with the Senior Development Manager on other cultivation, stewardship and Gallery events
- Work with the Director of Business Development on Corporate proposals and applications
- Assist the Trust & Foundations Consultant with data gathering and compiling of applications and reports
- Undertake research tasks for the Director of Business Development and Senior Development Manager for Individuals, Corporates and Trust & Foundation
- Manage the day-to-day administration of the Development Department, ensuring our systems and records are kept- up-to-date
- Undertake any other duties appropriate to this role and/or in support of the Development Team

Person Specification:

- Strong administrative and organisational abilities, with a close attention to detail
- Confident communicator with solid writing skills
- Tact, confidence and the maturity to work with and liaise with a wide range of people, on the telephone and in person
- Highly computer literate; fluent knowledge of Microsoft Office suite
- Ability to use own initiative
- Ability to work as part of a team as well as independently
- Problem-solving skills with an eye for detail; calm approach under pressure
- Ability to work within a fast-moving environment and to deliver within restricted time, space and financial resources
- An interest in pursuing a career in Fundraising and working in the charitable sector
- A genuine interest in photography and a commitment to the visual arts
- An interest in organising and working on events

Whilst the above person specifications offer 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.

To apply please download an application form from <https://thephotographersgallery.org.uk/about-us/job-vacancies-tpg> and email completed applications to vacancies@tpg.org.uk with subject header: **Development Officer.**

Deadline for applications: Noon on 31st Jan 2022

Interviews scheduled from: Week commencing 7th Feb 2022

Please note: if you are not invited for interview, we are sorry but your application has not been successful.



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