

PITZHANGER

MANOR & GALLERY

Head of Development

JOB DESCRIPTION

ROLE

The Head of Development at Pitzhanger Manor & Gallery Trust is a key member of the Senior Management Team, responsible for leading Pitzhanger's fundraising and cultivation of supporters. Working alongside the Director and the Chair you will lead the fundraising strategy to support the delivery of our mission to inspire our communities with art, architecture and design. Building on the success of Pitzhanger's previous capital fundraising campaigns and existing valuable relationships you will design and implement effective fundraising initiatives to support Pitzhanger's operations and public programme of exhibitions, learning and outreach. With the support of the Development team you will be responsible for developing and maintaining excellent relationships with funders and partners.

As a member of the Senior Management Team the Head of Development will play an important role in realising the ambitions for Pitzhanger, both at a strategic and operational level. You will lead and develop the Development team at Pitzhanger; you will be responsible for managing the budget of the team, and for developing and delivering the departmental plan in support of the Trust's business plan.

Reports to: the Director, Pitzhanger Manor & Gallery Trust

Key Accountabilities

- Working closely with the Director, to develop a fundraising strategy, targets and budgets, to raise the revenue funding required to support Pitzhanger's operations and programme of exhibitions, learning & outreach, events and additional planned projects, as well as capital funding for potential future capital campaigns. To identify and creatively design new fundraising initiatives as part of this strategy.
- To lead the implementation of the agreed strategy effectively, within budget and in a way that demonstrates good value for money to funders.
- To support the Director in leading the organisation as a member of the Senior Management Team; supporting the development of Pitzhanger's policies, business and operational plans, ensuring they are efficiently delivered and that resources are used appropriately; representing the Development team at Senior Management Team meetings and representing the Director at events; supporting the Director in developing the team.
- To work collaboratively with colleagues across the Trust to ensure that the Development team contributes fully to and underpins the Trust's wider programmes and activities and provides support to their operations and priorities.

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Fundraising

- To implement the plans for fundraising from each of the target groups: trusts and foundations and public funding, individuals and corporate, to meet or exceed budgeted targets.
- To oversee the development and management of the Patrons' and Members' schemes and the cultivation of existing and new Patrons and Members, so as to maximise ongoing engagement with and support of Pitzhanger.
- To work closely with the Director, Chair of Trustees, the Fundraising Group, the Trustees and other supporters in identifying, cultivating and approaching prospects and securing donations; arranging and attending meetings with prospects and others, or preparing briefings for the Chair and Director as appropriate. Developing the strategy for each ask and preparing the supporting material and briefings to facilitate it.
- To develop and pursue creative and innovative approaches to engage support and maintain valuable partnerships for cultivation and fundraising.
- To take the lead on drafting high quality grant applications/letters of request and all related documentation, and appropriate materials to support all fundraising campaigns.
- To plan, budget for and help deliver creative and effective fundraising, profile-raising and cultivation events to engage interest and secure and maintain support, managed in liaison with the events team.
- Manage the team to ensure excellent relations and communications are maintained with all donors, supports and prospects.

Reporting

- Provide timely and effective reporting to the Director, Senior Management Team, the Board of Trustees, and others as appropriate, on the fundraising programme against agreed targets; to ensure appropriate data-collection, data-management, and analysis to inform decision making; to attend Board Meetings and other meetings as from time to time agreed and to present reports as required.
- To work closely with other members of the Pitzhanger team, including Learning & Outreach, Public Programmes and Visitor Experience, to ensure we are collecting all relevant data to support fundraising applications.
- To take the lead within the organisation on GDPR, privacy and data protection issues and such other areas as are from time to time agreed, developing and updating appropriate privacy and data protection policies, training etc.

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- To liaise with the Finance team on reporting of all gifts and support, processing of invoices, receipts, gift aid, etc; to ensure all income is handled as tax effectively as possible; and to ensure that the Trust has due diligence processes in place at all time.

Communications

- In coordination with the communications team, to develop effective, high-quality literature (whether online or in print form) to support the fundraising strategy and initiatives; to support the communications team in the delivery of an effective social media strategy.

Staff Management

- To manage and develop all and any staff and volunteers working on development projects and oversee all development operations; leading, motivating and developing the team; promoting and embedding a can-do culture focused on achieving excellent standards and on collaborative working across the organisation.

Other

- To be flexible to adapt to the changing needs of the organisation.
- Actively to support the values and vision of Pitzhanger Manor & Gallery, acting as and enthusiastic ambassador and advocate.
- To demonstrate that you engage positively with the Trust's policies, including on equal opportunities, health & safety, etc and ensure the development activities comply with all applicable legislative requirements (data protection, etc.)
- To carry out any other duties as may reasonably be requested from time to time by the Director.
- To maintain high levels of discretion and confidentiality at all times.

Person Specification

- Passionate about heritage and the arts and the positive impact they can have.
- Highly organised with attention to detail and ability to juggle multiple projects and meet tight deadlines; strong planning and organisational skills.
- Successful track record of fundraising
- Proven success in personally securing substantial grants or donations.
- The ability to build excellent working relationships with colleagues, senior volunteers, boards, committees and other partners.
- Excellent oral and written communication skills: The ability to draft engaging and persuasive fundraising materials and requests; the ability to make convincing presentations and asks.
- Team player with a talent for working collaboratively and flexibly in a small but dedicated team, willing to perform varying functions depending on the shifting needs of the Trust as the team grows; Strong leadership skills and a talent to inspire and develop junior members of the team;

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- An entrepreneurial 'can do' spirit, flexible in approach with a positive attitude to change.
- Sound financial acumen, budget management skills and the ability to design and manipulate data to produce accurate, informative and effective financial reports and bids.
- Experience of overseeing successful events.
- A willingness to get up to speed on all applicable rules and regulations relevant to fundraising (incl UK/EU tax laws with support from the Finance team, and Data Protection legislation as it relates to fundraising).
- Demonstrable IT skills.
- Highly responsible with the ability to work with absolute discretion, tact and confidentiality, maintaining a positive work environment and team spirit.

Reports to: Director, Pitzhanger Manor & Gallery Trust

The job involves close liaison with the Director, all of the Senior Management Team and relevant sub committees of the Board of Trustees.

Full time.

Salary: £50,000 p.a.

Additional benefits: the role comes with certain additional benefits, including Pitzhanger contribution to a personal pension scheme, staff discounts in Pitzhanger's shop and two cafes, free attendance at certain Pitzhanger events: details can be provided upon enquiry.