PITZHANGER

MANOR & GALLERY

Job Description: Development Manager

Role: Development Manager
Salary: £35,000 p/a
Role Type: Permanent
Hours: Full-time, Monday–Friday, 35 hours per week. **Part-time alternatives will be considered.** Occasional evening and weekend work required, discussed in advance and with time off in- lieu provided.
Reports to: Head of Development

Overview and Context

Pitzhanger Manor & Gallery is West London's home for art and architecture. The beautifully-restored historic Manor embodies the radical contemporary vision of Sir John Soane, one of Britain's leading Georgian architects, who was also passionate about encouraging the next generation of creativity and opportunity. With a purpose-built art gallery and two dedicated learning and community spaces, set in gorgeous parkland and gardens, Pitzhanger brings heritage to life through high quality, engaging cultural experiences for all — inviting imagination, enabling excellence and fostering community.

Following the launch of a refreshed vision and mission in autumn 2026, Pitzhanger is growing the Development team to help expand and deepen our relationships with funders across the philanthropic landscape, and bring our vision of Pitzhanger as a place for imagination, learning and community for every generation to life.

The Role

The Development Manager will play a central role in connecting funders to our work across our unique programme of contemporary art exhibitions, Grade-1 listed heritage experiences, high-quality schools' engagement workshops and community activities at our home in Ealing.

Supported by the Head of Development, this role is an opportunity for an experienced fundraiser to work with a broad range of funders, with a particular focus on Major Donors, and with colleagues across the organisation, including the Director and Board of Trustees, as Pitzhanger enters an exciting new chapter.

Main Responsibilities

- Developing compelling proposals, pitches and applications to secure support from Major Donors, Individuals, Trusts and Foundations and Corporates for Pitzhanger's work.

- Helping to steward key relationships with existing funders, ensuring all supporters experience the highest level of care.

- Working with the Head of Development, Senior Management Team and Board of Trustees to identify and cultivate new prospective supporter relationships.

- Managing all supporter comms and helping to build a warm, inclusive donor community around Pitzhanger.

- Overseeing reporting requirements across the organisation and the production of reports for all funders.

- Managing CRM systems and ensuring accurate record keeping, in line with GDPR requirements and organisational policies.

- Working with Private Hire and Visitor Experience teams on event design, planning and delivery, including Private Views, Patron events, and cultivation events.

Person Specification

Essential skills and experience

- Experience in a fundraising, supporter engagement or donor stewardship role.

- Confidence building and sustaining relationships with donors, supporters, prospects or stakeholders.

- Strong written communication skills, with the ability to prepare a wide range donor communications including invitations, proposals and reports.

- Strong verbal communication skills, and experience with face-to-face stewardship, networking or asks.

- Experience supporting or delivering events, stewardship activity or engagement opportunities.

- Comfortable working across teams to identify opportunities, solve problems and coordinate activity.

- Confident using CRM systems and databases for record keeping, research or analysis, as well as forecasting.

- Experience in working with third parties to deliver activity and meet mutual objectives.

- Highly organised, with strong attention to detail and across all areas of work.

- A high level of financial literacy, and an understanding of how to directly manage budgets and constructively feed into wider organisational budgets and forecasts.

- A proactive, thoughtful and collaborative approach, with good judgement and sensitivity.

Desirable skills and experience

- Experience working in an arts, culture, heritage or education organisation in a fundraising capacity.

- Experience of securing individual gifts at the five-figure level and above.

- Experience of securing support through regular giving or patrons schemes.

- An interest in contemporary art, heritage, galleries or museums.

Commitment to Equality, Diversity and Inclusion

Pitzhanger is committed to creating a more equal, diverse and inclusive arts and heritage sector. We particularly encourage and welcome applications from people from backgrounds which are underrepresented in museums and galleries, including people from low-income backgrounds, people from Black, Asian and ethnically diverse backgrounds and disabled people.

To Apply

To apply for this role, please submit a CV and cover letter (max two sides of A4) or video (max five minutes) outlining how you meet the person specification to applications@pitzhanger.org.uk by **Midday Monday 16th November.**

Interviews will take place on **Thursday 26th November.**

If you have any questions about this role, please email Development@Pitzhanger.org.uk.

As a small team, Pitzhanger is unable to reply to every application. While we will endeavour to let you know the outcome of your application, if you have not heard more than two weeks after the deadline, then regrettably your application has been unsuccessful on this occasion.