

# Quentin Blake Centre for Illustration

## Job Pack: Development Co-ordinator

<i>Contract:</i>	Permanent contract Full time, 0.8 or job-share
<i>Pay:</i>	£26,000-£28,000 pro rata depending on experience
<i>Reports to:</i>	Head of Development
<i>Closing date:</i>	12:00PM (noon) BST on Wednesday 10 <sup>th</sup> April 2024
<i>Interviews:</i>	Wednesday 17 <sup>th</sup> & Thursday 18 <sup>th</sup> April

### **This role**

We're seeking a brilliant person - or people - to join the team as Development Co-ordinator as we establish the Quentin Blake Centre. Working closely with and learning from the Head of Development and Philanthropy Manager, you will support the growing team by:

- implementing the plan for the Centre's public appeal in support of our capital campaign to restore and repurpose an amazing, hidden heritage site as the new national centre for illustration
- ahead of opening, helping to deepen relationships with our community of supporters – major donors, grant makers and corporate partners, by delivering compelling events, and drafting reports and regular communications
- closer to opening, playing an instrumental role in establishing and growing the Friends programme and supporting the Corporate Membership programme.

The Development Co-ordinator will be:

- committed to growing their understanding of fundraising, philanthropy and supporter programmes
- organised and detail orientated
- committed to building sustainable relationships, with strong customer/donor relation skills
- adept at drafting long and short-form communications to a set brief
- confident communicating and adapting key messages to different audiences
- excited to play a key role in the launch and delivery of new funding programmes

- adaptable to changing circumstances and have a learning focused mindset
- interested in building a career in fundraising
- a great team-player, demonstrating collaboration and creativity preparing events, presentations and communications
- committed to our values of compassion, curiosity, equality, relevance and rigour.

Quentin Blake Centre for Illustration champions art that is dynamic and diverse; we want our team to reflect that. We're an inclusive and flexible employer, happy to hear from full-timers, part-timers and job-shares.

*Left to right: early years workshop © Rob Harris, Illustrating Archway © Grace Holliday and Hargrave Park students; Going Places illustrated poems project with illustrator Joanna Layla*



An online information evening for this role will take place on **Monday 25<sup>th</sup> March from 5:30pm – 6:30pm (GMT)**. This is an opportunity to meet our team, find out more about our work and ask questions about the role. If you would like to attend, please email [jobs@qbcentre.org.uk](mailto:jobs@qbcentre.org.uk) and ask us for joining details.

**This Job Pack** will tell you more about the Quentin Blake Centre, our capital project, what it is like to work with us and the job. If you have any queries, please email [jobs@qbcentre.org.uk](mailto:jobs@qbcentre.org.uk)



© Quentin Blake

## About us

Illustration is fundamental to human communication, progress and understanding. It tells stories, propels activism and conveys life-saving information.

Quentin Blake Centre is the UK's first and only cultural organisation dedicated to illustration. We believe in a world in which everyone can communicate, explore and examine the world through visual imagery; a more curious, equal and compassionate world.

For six years we rented gallery space in King's Cross – the 'House of Illustration' - curating and touring exhibitions on subjects as rich and varied as North Korean graphic design, the Syrian refugee crisis, shōjo manga, feminist comics, anti-racist infographics and literary illustration. We established programmes to embed illustration across the primary school curriculum, foster creativity within communities and support illustrators to develop their practice outside of the industry's commercial drivers.



*Designed In Cuba © Paul Grover*



*Early Years workshop © Rob Harris*

Now we are restoring and breathing new life into New River Head, an amazing, hidden industrial heritage site in Clerkenwell, London. Once complete the Centre will comprise galleries, learning spaces, public gardens, a shop and a café - the permanent national centre for illustration in all its forms and a home for the collected works of one of Britain's best-loved illustrators Quentin Blake.

Over the past year we've secured planning permission for the project, exceeded the half-way mark in our campaign and have submitted a Round 2 Delivery phase application to the National Lottery Heritage Fund. If successful in our NLHF application, we will have secured over 85% of the funding needed for phase 1 of the project and will begin construction in summer 2024.





*New River Head Engine House and Windmill Base © Paul Grover*

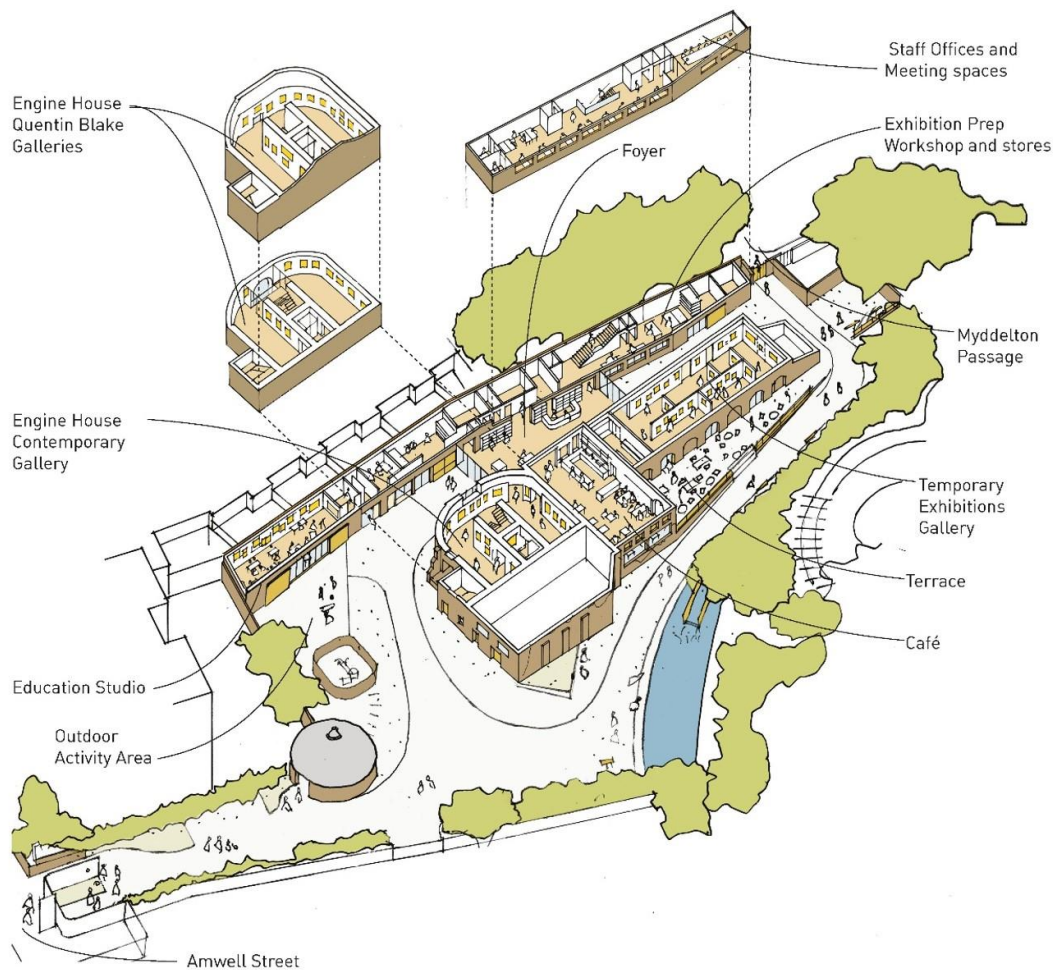
In the meantime, we are continuing to tour exhibitions, support illustrators and deliver projects with schools and community groups. We are also establishing an online home for illustration collections and related research; the first of its kind in the world.

### **The Capital Project**

Due to open in late 2025, the Quentin Blake Centre for Illustration will fill a gap in the visual arts landscape by providing a permanent home for illustration, exploring the central role of visual arts in people's everyday lives through exhibitions, residencies, cross-curricular schools programmes and community projects.

The project will repurpose New River Head, a derelict waterworks set within half an acre of land in Clerkenwell, London. Locked away since the 1950s, the site is full of untold stories and untapped possibilities. Its 18<sup>th</sup> and 19<sup>th</sup> century pump houses and surrounding open spaces offer inspirational places for creative participation, and inspiration for creative projects. The buildings can be converted cost effectively and, once open, the Centre will be accessible via multiple public transport routes.

Designed by Tim Ronalds Architects, a practice with an outstanding track record of working with heritage buildings, the two phase project will create two temporary exhibition galleries for contemporary illustration, a permanent gallery for the Quentin Blake Archive, a free display space, learning studio, project space, café, shop and public gardens. Free to enter, with admissions charged only for exhibitions, the Centre will be inclusive, accessible and environmentally sustainable.



The move to New River Head removes rent from our business model and opens up new opportunities. Separate gallery spaces, with a larger footprint for temporary exhibitions, will enable us to welcome more people and provide distinct offers for different audience groups. A learning studio, with outdoor play space, will increase and enrich visits for schools and illustrators. The Windmill project space will host residencies by illustrators and community groups. An expanded shop and new café/events space, with outdoor terrace, will improve visitor experience and dwell time, while increasing commercial revenue.

The shift in our business model will place the charity on a sustainable footing, enabling us to increase our impact via an expanded schools programme, increased activity with early-career illustrators, and multi-year touring partnerships in underserved communities.



*Our Clerkenwell illustrated map project © Rob Harris*

### **Progress and next steps**

So far, £8.2mn has been secured to enable us to acquire the site, develop the designs, secure planning permission and support construction costs. Confirmed funders include the City Bridge, Foyle, Garfield Weston, Gatsby and Wolfson Foundations, Quentin Blake and the Dahl family, Islington Council, and many local residents. We have been awarded a Development Grant by the National Lottery Heritage Fund. The Development Grant has funded a programme of work to develop our understanding of costs, resources, timeline and audience needs. A Round 2, Delivery Grant application has been submitted with a decision due in March 2024. If successful, 85%-90% of the funding for the first (and main) phase of work will have been pledged.

We have a Fundraising Board in place and are continuing to submit trust and foundation applications while building philanthropic networks. Plans for a large-scale public appeal in 2024-25 are underway, supported by a public appeal consultant.

In addition to the final stages of campaign fundraising, we also need to build our revenue income, currently c. £0.4mn per annum - including an annual auction - to £0.7mn per annum, by building a community of supporters to sustain the organisation into the future.



## **What it's like to work for Quentin Blake Centre**

We're a small, committed team on an exciting journey together. Our work is grounded in a [strategic plan](#), with a vision, goals and a clear set of values: curiosity, compassion, equity, relevance and rigour.

Everyone brings different skills and life experiences and this enriches our work. Some staff have trained in illustration or worked in visual arts; some have worked in other sectors. Our future site New River Head has an amazing history, as does Clerkenwell, our local area, and this has become integral to our work.

Our office is in Farringdon, near Barbican Centre and close to the site. Staff have the option to work up to 40% of their hours from home if preferred by the employee. We have a fortnightly all-staff meeting and a bi-monthly equity, diversity and inclusion meeting. Once every 2 months we all meet in person for planning, training and/or visits to other galleries and museums.

Staff agree objectives with their line manager and meet with them regularly. Annual individual development reviews provide an opportunity to reflect on the past year, set objectives and discuss any support needed.

Everyone gets 25 days leave a year (pro rata) and, additionally, in recent years the office has closed between Christmas and New Year. We take contracted hours seriously and have recently updated our annual leave, time in lieu, sickness absence and flexible working policies.

We can't wait to welcome excited visitors and participants to the new Centre but we have a lot of work to do first and there will be challenges along the way. We have to be creative about what we can offer to our audiences before we open. But we're on an exciting journey. Together, we are building a new and inclusive cultural centre for a new era and that's hugely exciting!

*Below: Lost Spring, Spring Coming residency project © Sharpay Chenyué Yuàn*



# Recruitment information

## Dates

Closing date for applications      Wednesday 10<sup>th</sup> April at 12pm (noon) BST

Interviews      17<sup>th</sup> & 18<sup>th</sup> April  
at Lansons,  
24a St John Street  
London  
EC1M 4AY

## How to apply

Please email [jobs@qbcentre.org.uk](mailto:jobs@qbcentre.org.uk) with the subject 'Development Coordinator' and attach the following:

- A completed application form (in Word or PDF format)
- A completed monitoring form, which will not be seen by those who are shortlisting or interviewing

The deadline for applications is Wednesday 10<sup>th</sup> April at 12pm (noon) BST. Applicants must have the right to work in the UK. We will inform all applicants of the outcome of their application by 10<sup>th</sup> May 2024.

Unfortunately we are unable to give feedback on your application if you are not shortlisted for interview. If you are shortlisted for interview and you cannot make the advertised interview date, we will endeavour to find an alternative date.

## Guaranteed interviews

In recognition of underrepresentation in our staff team we will be offering guaranteed interviews to D/deaf and disabled\* applicants and applicants of African, Caribbean, Central Asian, East Asian, South Asian, South East Asian, West Asian and Latinx heritage whose applications meet the essential criteria listed on pages 12 & 13.

**Please indicate on your monitoring form whether you agree to a guaranteed interview on this basis.**

*\*Definition under the Equality Act 2010: you are disabled if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.*



## Job description

Role	Development Co-ordinator
Reports to	Head of Development
Responsible for	-
Salary	£26,000 - £28,000 pro rata per annum (depending on experience)
Employee benefits	<p>Annual holiday entitlement of 25 days per annum plus public holidays.</p> <ul style="list-style-type: none"> <li>• Pension scheme with employer contribution.</li> <li>• Access to award-winning Employee Assistance Programme</li> <li>• Museum Association individual essential membership for an initial year, offering free entry to museums and galleries (subject to passing the probationary period)</li> <li>• Cycle to Work Scheme</li> </ul>
Hours	<p>37.5 hours (1.0 FTE) or 30 hours (0.8 FTE)</p> <p>Core hours are 10:00-4:00 Monday to Friday with flexibility around these</p>
Place of work	<p>Lansons, 24A St John Street, London, EC1M 4AY</p> <p>Average 60% of hours worked in the office and at external meetings for a full-time post holder. The remainder can be worked in the office or from home.</p>
Contract type	Permanent with a three-month probationary period.

## **Purpose of the role**

The Development Co-ordinator will play an important support role, helping to expand and steward the Centre's community of supporters and corporate partners. You will work closely with the Head of Development and Philanthropy Manager to ensure that existing and potential supporters understand the impact of the Centre's work and the difference that their support makes. You will achieve this by delivering an inspiring annual program of supporter events and communications; helping to fulfil supporter and partner funding requirements, including reporting; and by working closely with the Communications Lead to embed philanthropic messaging across our comm's and marketing channels.

You will also support the day-to-day operations of the team, including utilising robust Customer Relationship Management systems to export financial and forecasting reports; supporting relevant meetings, including preparing papers and take minutes; undertaking prospective donor research; and overseeing renewals of Friends memberships.

## **Key Responsibilities**

### **Friends (membership) and legacy/gift-in-Will pledgers**

- Welcome new Friends to the programme, through timely and engaging communications
- Draft and send quarterly newsletters, ensuring all Friends and Legacy pledgers are kept up to date with the Centre's work and the impact of their ongoing support, maximizing retention
- Work with the Head of Content and Communications to ensure Friends and Legacies are promoted across the Centre's channels
- As the Centre gets closer to opening, work with the Head of Development to design the new Friends programme, including producing new Friends collateral and processes, in collaboration with the Front of House team and other colleagues

- Respond to general enquiries, consulting colleagues and escalating when needed

### **Public appeal (from summer 2024-spring 2025)**

- Deliver the Centre's public appeal plan, liaising with delivery partners (e.g. crowdfunding platforms and product suppliers)
- Ensure that all appeal commitments are fulfilled (e.g. all relevant donors are invited to preview days, all crowdfunder rewards are delivered)
- Ensure comprehensive supporter records are kept/added to the Customer Relationship Management System (Salesforce)
- Ensure public appeal donors are thanked and signposted to continuing engagement opportunities beyond the opening of the Centre
- Post-opening, complete an evaluation of the appeal (amount raised, number of new donors, return on investment, etc)

### **Events**

- Following plans set out by the Philanthropy Manager, and with support from the Operations Manager and Administrator, deliver 4-6 donor cultivation and stewardship events a year
- Co-ordinate event guest lists, invitations and rsvps, using the Customer Relationship Manager system (Salesforce)
- Co-ordinate and circulate event briefings to colleagues and Trustees/Senior Volunteers
- Gather feedback from events to ensure the continuing improvement of the events programme

### **Major Donors and Corporate Partnerships (post the public appeal)**

- As directed by the Head of Development, liaise with colleagues to gather project information and draft funder reports
- Support the preparation of donor meetings, visits and presentations
- Support the Head of Development in delivering Corporate Partnership agreements and the Corporate Membership programme

- Research potential corporate supporters and provide outline briefings on prospects for the Head of Development
- Once settled in the role, there will be an opportunity for the Co-ordinator to lead on grant applications up to £10,000, enabling the postholder to gain hands-on fundraising experience.

### **Supporting the Development Team**

- Under the guidance of the Head of Development, help to prepare fundraising reports and updates for Board, Development Board, Finance Committee and Capital Committee meetings
- Co-ordinate and minute Development Board and Funder Review Panel meetings (6-8 meeting a year)
- Following briefs from the Head of Development and Philanthropy Manager, undertake research, including due diligence and sector benchmarking for specific projects
- Co-ordinate updates to the 'Support Us' section of the website, the Centre's donor boards, seasonal mailing card lists and other projects that support cross-fundraising donor and partner stewardship
- Ensure thorough record keeping, including systematic and accurate use of the Centre's Customer Relationship Management system (Salesforce) and close liaison with the Finance Team
- Undertake other tasks as reasonably required

*As we move closer to opening, we expect this role to evolve as part of a larger structure for the team and organisation, with additional opportunities for personal development. Any changes will be made only after consultation with the postholder.*

### **Essential Experience**

To be considered for this position, you must be able to demonstrate:

- Experience in a customer and/or donor facing role
- Commitment to relationship building
- Ability to prioritise effectively
- Strong attention to detail
- A systematic approach to completing tasks
- Compelling and accurate written communication skills



- Ability to effectively utilise Microsoft Word, Excel, PowerPoint and Outlook
- Resilience, motivation and a collaborative approach
- Tact and discretion
- Commitment to personal development
- An understanding of and enthusiasm for the aims and ethos of Quentin Blake Centre, including commitment to equity, diversity and inclusion

**We would also be interested to know if you can bring any of the following** (please note that these are not essential):

- Previous experience of working in a fundraising or membership team
- Previous experience of working in a target-driven role
- Previous experience of delivering events
- Experience working in the arts, museums, heritage and/or wider creative industries
- Experience of communications and public campaigns, including e-marketing
- Experience of working with databases
- Knowledge of GDPR

We are registered as a Disability Confident employer. Please let us know if you have any access requirements that need to be met to support you to make an application or participate in the interview process by emailing [jobs@qbcentre.org.uk](mailto:jobs@qbcentre.org.uk)

**Thank you for your interest. We look forward to hearing from you.**

