

SLG

APPLICATION PACK FOR
Development Manager
Closing date: Tuesday 23 April, 12pm



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**ARTS COUNCIL
ENGLAND**



This application pack for the Development Manager position at the South London Gallery includes:

- Information about the South London Gallery
- A Job Description
- A Person Specification

How To Apply

Please visit <https://www.southlondongallery.org/jobs/> to download an Applicant Details Form and Application Form.

When you have completed both forms, please email them to:
recruitment@southlondongallery.org

Please also complete the online equal opportunities monitoring form here:
<https://www.surveymonkey.com/r/3ZYG3G7>

The equal opportunities form is anonymous and separate to your application.

Please do not attach a CV, references or educational certificates to your application form. Applications in the form of CVs will not be considered.

The closing date for receipt of completed applications is **Tuesday 23 April, 12pm**. We regret that applications received after that time cannot be considered.

Interviews are scheduled for Tuesday 7 May.

Equality, Diversity & Inclusion at the SLG

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. We are a registered Disability Confident employer and guarantee to interview all disabled applicants who meet the criteria listed in the person specification and demonstrate relevant experience, and to appoint based on objective criteria.

The SLG fosters varied perspectives and experiences, encouraging open conversations and active listening practices. We believe everybody is entitled to feel welcome and safe at the SLG, confident to express their authentic selves. We are committed to achieving diversity across our staff, board, programmes and audiences, to reflect society. Our imperative is to create a working environment that enables us to challenge structures and practices, to ensure that diversity is at the forefront of our organisation. We want to be fully inclusive and to proactively counter discrimination. All staff and board members have training and support to ensure we can achieve this.

After interviews, if it is necessary to select between candidates of equal merit, where known, we may select a candidate from a group that is underrepresented within our workforce.

If you have any queries regarding the process or the role please contact Craig Jones, HR & Administration Manager on 020 7703 6120 or at recruitment@southlondongallery.org

Thank you for your interest in the South London Gallery, we look forward to receiving your application.

About the South London Gallery

The South London Gallery (SLG) is a locally, nationally and internationally recognised centre for contemporary art with an acclaimed and award-winning education programme. Founded in 1891 as a purpose-built gallery, the original site has expanded to include the Clore Studio and a café (since 2010); an artist-designed garden (opened in 2016); the Fire Station (opened in 2018); and Art Block, a space for local children and families on Sceaux Gardens estate.

The gallery has a rigorous international programme, but still feels very local. It is very much about the area and the people that live around it.

Ryan Gander, Artist



The year-round exhibitions programme showcases the best in international contemporary art, complemented by an events programme for people of all ages and interests. The gallery's emphasis is on presenting new work by British and international artists, often by those who have rarely or never had a solo show in a London institution. Group shows bring together works by established and lesser-known British and international artists, whilst an ongoing residency programme provides opportunities for artists to develop new work and exhibit at the SLG.

Why work at the South London Gallery

Competitive salary with a yearly review

26 days annual leave plus bank holidays – increasing to 29 days after 5 years' service

Agile working policy – home working optional

Discounts at the SLG's bookshop and cafe

Access to discounts at a range of high street retailers and supermarkets

Access to free and discounted events – including theatre, concerts, comedy and sporting events

Cycle to work scheme

6% pension contribution

Wellbeing support – Employee Assistance Programme and trained Mental Health First Aiders



Job Title: Development Manager

Hours: 35 hours per week

Salary Scale: £35,766 - £41,535

Appointments are made at the start of the salary scale, £35,766 - £41,535, with annual pay progression based on satisfactory performance. In addition, the pay scale is reviewed annually in the light of cost of living and operational budgets.

Pension: 6% employer pension contribution

Holiday: 26 days pro rata plus bank holidays

Reports to: Director of Development & Enterprise

The appointment is subject to a satisfactory DBS check

Purpose of the Role:

The Development Manager works closely with the Director of Development & Enterprise and the Development team to develop, implement, monitor and evaluate the SLG's fundraising strategy. The role will work across all aspects of fundraising with particular focus and responsibility for trusts, foundations, embassies and institutional supporters, as well as public funding from Arts Council England and Southwark Council.

The postholder is responsible for ensuring the organisation maintains impeccable relationships with supporters and potential donors, and works closely with the Director, Deputy Director and Director of Development & Enterprise to ensure targets for capital and revenue projects are met.

Key Tasks and Responsibilities:

Management and Planning

- Work closely with the Director of Development & Enterprise to develop, implement, monitor and evaluate the SLG's fundraising strategy;
- undertake research and maintain a high level of knowledge about prospective donors and supporters to inform planning;
- work closely with colleagues to ensure the effective management of relationships with all donors and supporters;
- develop effective working relationships across the organisation to identify fundraising opportunities for existing and new projects;
- and report to their line manager, Director and Deputy Director on annual income and expenditure targets.

Trusts and Foundations and Grant-Giving Bodies

- Manage the SLG's fundraising from trusts, foundations, and other grant-giving bodies and institutions, working with staff across the organisation on applications and reports;
- work closely with the Development team to research and cultivate existing and new

- fundere to support the SLG's artistic and education programmes;
- prepare multiple revenue and capital funding applications, organising visits, presentations, meetings and visual materials as necessary;
 - provide appropriate and timely monitoring information to trusts and foundations as required by their conditions of support including, where appropriate, organising events and visits;
 - manage the trust and foundation's area of the database, systems and processes to ensure that relationships are successfully managed and sustained; log information on a timely basis and provide information to inform the team's planning;
 - and prepare clear, timely and professional internal communication to ensure funders' needs are represented across the organisation.
 - work closely with the Deputy Director on applying for and reporting on core grants from Arts Council England and Southwark Council;

Relationship Management

- Manage a portfolio of SLG supporters, acting as lead relationship manager for agreed contacts;
- build relationships with existing and potential funders by attending events at the SLG and elsewhere and sustaining positive communications through meetings, written correspondence, telephone calls and e-newsletters;
- work with colleagues and external designers to produce inspiring fundraising materials in print, online and at the gallery;
- prepare engaging proposals and reports for a range of donors and supporters;
- and take an active role in ensuring a friendly and welcoming interface for funders and potential funders.

Events

- Support the gallery's programme of supporter events;
- coordinate public appeals including those for capital projects and work with colleagues to profile and market the campaigns;
- and work with Development colleagues on major fundraising events such as auctions and capital project launches as well as on development-related meetings, tours and visits.

Visitor Giving

- Explore new opportunities for securing support from visitors and work with colleagues to encourage a culture of fundraising and raising the profile of the SLG as a registered charity (online and onsite);
- contribute to fundraising inductions for new staff and regular briefings for front of house to increase visitor giving

Systems, Finance and Governance

- Manage delegated expenditure budgets; ensure all donations and payments are logged, accompanied by appropriate paperwork and submitted to the finance team, and are in line with annual audit requirements;
- work with colleagues, introduce and maintain systems to ensure the gallery's fundraising is carried out to the highest professional standards;
- ensure that fundraising data and communications comply with regulations and best

- practice, including the Fundraising Regulator and GDPR;
- Ensure all donors are correctly credited on the website, in the Gallery and in any relevant print.
 - work with the development colleagues to ensure the gallery's database is an up-to-date and effective fundraising tool;
 - contribute to producing the Trustee's Report for the annual report and accounts;
 - and write, with contributions from development colleagues, quarterly fundraising reports to the Board of Trustees.

General Responsibilities

- Be inclusive and anti-racist, and operate in accordance with the SLG's access and diversity, safeguarding, employment, health and safety, equal opportunities and other practices, policies and procedures;
- take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives;
- maintain a commitment to training and professional development;
- be an advocate and effective representative of the SLG at professional events as well as private views and previews and evening and weekend events;
- have the ability to work evenings and weekends when required, for which TOIL (time of in lieu) will be given;
- attend relevant staff meetings, reporting on relevant areas of work and disseminating information where required;
- act as a keyholder as appropriate and required;
- and undertaking other duties as may be reasonably required.

Person Specification

The Person Specification below is a guide for the kind of experience we would like you to have – we are looking for a candidate that meets the majority of the criteria, but you don't have to meet all the criteria to be considered.

Knowledge and Experience
Significant experience in a fundraising role, ideally in an arts organisation
Experience of developing and implementing successful revenue fundraising campaigns
Experience in securing funds from trusts, foundations and other bodies
Experience of managing the reporting requirements of funders
Experience of creating and delivering engaging and impactful presentations
Experience of confidently communicating with supporters
Experience of using database systems
Experience of securing grants from Arts Council England, or local authorities and / or other Government funding streams
Knowledge of best practice in raising funds from a variety of sources, including individuals, corporates and trusts and foundations
Knowledge of best practice and relevant fundraising legislation in relation to Gift Aid, VAT etc
Knowledge and experience of marketing and communications and the interface between development and communications functions
Knowledge of contemporary visual arts
Skills and Attributes
Excellent verbal and written communication skills
A creative and strategic approach to fundraising
Excellent attention to detail
A demonstrable commitment to promoting and delivering diversity and inclusion across all aspects of the SLG
Ability to organise, plan and prioritise workloads effectively and the ability to meet deadlines under pressure
Demonstrable ability to manage projects efficiently and within budget
Excellent teamworking skills and the ability to work independently
Excellent administrative skills, including financial management

Image credits:

1. Alvaro Barrington, exhibition installation view, 2021. Photo: Andy Stagg
2. The Fire Station, South London Gallery, 2018, Dan Weill
3. The Show Is Over, exhibition installation view, 2022. Photo: Andy Stagg
4. Art Block, 2018, Photo: Andy Stagg
5. South London Gallery Gala, 2024, Dan Weill
6. Who's On It, 2023, Photo: Lucien Ebongue
7. South London Gallery garden by Gabriel Orozco, 2016 (c) Gabriel Orozco. Photo: Andy Stagg