

## Development Manager

### Role Description

<b>Contract Type</b>	PAYE or Freelance
<b>Term</b>	22-month fixed-term (June 2026 – April 2028), with possible extension
<b>Hours</b>	0.6 FTE — 3 days per week
<b>Salary Band</b>	£30,000–£35,000 FTE, pro rata
<b>Reports To</b>	Director
<b>Location</b>	Hybrid - London office (min one day per week) and remote, with regular in-person meetings, events, and occasional regional travel
<b>Working Hours</b>	Core hours 9am–5pm; flexible working culture with some weekday evenings and occasional weekends required, with fixed commitments scheduled in advance
<b>Annual Leave</b>	28 days in the calendar year, inclusive of bank holidays
<b>Benefits</b>	NEST workplace pension scheme after 3 months' continuous service. Training and Development Opportunities
<b>Notice Period</b>	One month during probation, 6 weeks thereafter
<b>Probation</b>	Three months
<b>Right to Work</b>	All applicants must have the right to work in the UK

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## About Us

The Arts Foundation is a registered charity that supports individual artists and creatives across the UK with unconditional financial fellowships through its annual programme, The Arts Foundation Futures Awards.

Founded in 1993, the Arts Foundation has awarded over £2 million to some of the UK's most promising artists at pivotal moments in their careers, enabling them to concentrate on their creative development, experiment freely, and realise their full artistic potential.

The annual Arts Foundation Futures Awards provide five transformative £20,000 Fellowships, with all Shortlisted Artists receiving £1,000 towards the development of their practice.

The vital contribution of the Arts Foundation Futures Awards to the arts in the UK is demonstrated by its past Fellows, many of whom are regarded as contemporary pioneers and have gone on to become leaders in their respective art forms, including: Wayne McGregor (1994), Alice Oswald (1996), Joy Gregory (1996), Sarah Kane (1998), Hannah Starkey (2000), Asif Kapadia (2001), Ali Smith (2001), Rufus Norris (2002), Carol Morley (2003), Lynette Yiadom-Boakye (2006), and more recently, Simon Fujiwara (2009), Sam Lee (2011), Alice Birch (2014), Hollie McNish (2015), Evan Ifekoya (2017), Holly Hendry (2019), Onyeka Igwe (2020), Klein (2020), and Bethany Williams (2020).

Recommended viewing/reading links:

- [The Arts Foundation Futures Awards 2026 Ceremony Highlights](#)
  - [Guest of Honour. Sir Ben Okri's welcome address](#)
  - [Artist Responses](#)
  - [Website](#) | [Instagram](#) | [LinkedIn](#)
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## Role Overview & Purpose

The Arts Foundation is seeking an energetic and experienced Development Manager to join its small, high-impact team. This is a key role supporting the Director in expanding the charity's fundraising and development activities and producing a series of high-quality events in support of artists and the Foundation's charitable aims and objectives.

The post holder will be responsible for:

- Leading on prospect research, pipeline management, and the production of high-quality funding proposals and applications
- Stewarding and growing the Arts Foundation's portfolio of trust and foundation funders, donors, patrons and corporate sponsors
- Coordinating individual giving and legacy giving programmes, and developing an alumni programme.
- Setting up and overseeing a CRM system and maintaining accurate records
- Planning and delivering fundraising and other associated events

This is a central role that calls for someone who combines exceptional written communication and relationship-building skills with meticulous project and event management ability, and who is equally comfortable working independently and as part of a small collaborative team.

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## Key Responsibilities

### 1. Prospect Research & Pipeline Management

- Identify suitable trusts and foundations, corporate sponsors, individual donors, and other potential supporters whose priorities and values align with the Arts Foundation's mission, assessing variable eligibility criteria, funding priorities, and application procedures.
- Apply initiative to devise varied methods of engagement to establish dialogue with new prospects, including identifying connections.
- Maintain a live prospect pipeline and calendar of application deadlines, ensuring a steady flow of funding opportunities at every stage of development.

- Utilise research tools and databases to produce briefings that support cultivation and solicitation activity, working collaboratively with the Director, Chair and wider board of trustees.

## **2. Proposal Writing & Fundraising**

- Lead on the development and writing of high-quality, tailored proposals, funding applications, cases for support, and pitch presentations for individual, trusts and institutional funders and corporate partners.
- Produce compelling fundraising propositions and collateral, gathering project information, budgets, artist testimonials, and impact data to build persuasive narratives.
- Regularly review and adapt the Foundation's core case for support for different funder audiences (trusts and foundations, corporate partners, individual patrons, and public sector bodies).
- Cultivate, solicit, and secure gifts, building long-term relationships with donors and working to meet income KPIs set by the Director and Board.
- Develop marketing and communications materials to support fundraising activities, ensuring relevant website pages and online donation records are kept accurate and up to date.
- Uphold best practice in fundraising, ensuring compliance with GDPR and relevant data protection and financial regulations at all times.
- Design and delivery of a new legacy giving programme, including targeted cultivation activity, promotion materials, and liaison with solicitors and legal professionals.

## **3. Funder & Donor Stewardship**

- Develop positive, professional relationships and excellent stewardship with funders and donors, respecting their governance and decision-making processes, including high-quality impact reporting, timely fulfilment of grant obligations, and appropriate recognition activity.
- Work with the Director and Chair to manage and record regular communication with existing and potential supporters, patrons and legacy giving estates across every stage of the giving cycle.
- Support the Director and Chair to develop and manage the patron programme, researching and approaching potential new supporters.
- Act as a key point of contact for donor enquiries, ensuring a consistently high standard of relationship management.

## **4. Event Management**

- Working with the Director, research and organise cultivation gatherings aligned with the ethos and objectives of the charity.
- Support the organisation and delivery of ambitious fundraising events such as auctions and dinners
- Support the delivery of the annual Arts Foundation Futures Awards Ceremony to fulfil partner and corporate sponsor requirements, and any other associated events, as applicable.
- Circulate event invitations to key stakeholders, partners, current and prospective supporters, patrons, artist guests, ambassadors, past trustees, and alumni.
- Manage event expenditure in line with budgets set by the Director and Board.
- Where required, support the management of temporary freelance support around key activities and oversee freelance and supplier contracts as needed.
- Where required, support the commissioning and management of all post-event assets (photography, filming, and editing)

## **5. Monitoring, Evaluation & Reporting**

- Work with the Director and trustees to develop impact reporting metrics and assist with gathering testimonials, data, and analysis that strengthen donor confidence and support long-term partnerships.
- Evaluate our annual Fellowship programme against agreed targets and EDI aims.
- Prepare regular updates and reports for internal stakeholders, the Board, and external partners and funders.
- Contribute to annual reports, donor updates, and public communications that highlight the impact of the fellowship programme.
- Support the analysis and reporting of income against targets, helping with regular review of progress.

## 6. Administration

- Develop a CRM system, maintaining accurate and up-to-date records of contacts, donations, proposals, stewardship activity, and correspondence.
- Develop a new donation portal to streamline individual giving, acknowledging and recording donations as part of the Foundation's friends and patron programme.
- Provide general administrative support, including maintenance of charity records, filing, archiving (digital and physical), and fundraising-related financial processing (invoices, purchase orders, reconciliation).
- Ensure the Foundation is using AI tools responsively to create efficiencies and broaden its reach and support for artists.
- Ensure the Foundation is making full use of support available to charities (e.g. Google for Nonprofits, Google Ads, Gift Aid).

*This role description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with the post holder.*

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## Person Specification

We welcome applications from candidates from diverse and non-traditional career paths. Even if you don't meet every criterion but feel you have strengths in key areas, we encourage you to apply, i.e. *you might have a work history focused on trusts and foundations and limited experience working with corporates or managing events, etc.*

### Essential Experience & Skills

- A minimum of 5 years' experience in fundraising, partnerships, sponsorship, or project/events management, ideally within the arts, cultural, or charity sector.
- Exceptional written communication skills, with the ability to craft persuasive, concise, and tailored proposals, cases for support, and impact reports.
- Demonstrable experience cultivating and stewarding relationships with donors, sponsors, trusts and foundations, and individual supporters, with a track record of securing significant gifts.
- Strong research skills and the ability to identify suitable funders, assess alignment, and translate findings into actionable prospect strategies.
- Event management experience of varying scales, from intimate cultivation gatherings to 250+ person awards ceremonies, including managing guest lists, creative suppliers, caterers, AV, and production teams.

- Ability to manage multiple deadlines and workstreams simultaneously, with excellent prioritisation and attention to detail.
- Confident verbal communication and presentation skills, including experience presenting to senior stakeholders, funders, and boards.
- Strong marketing and communications instincts, with experience developing branded creative assets to support development activities.
- Experience setting up and using CRM systems for recordkeeping, fundraising, and relationship management.
- Knowledge of best practice in fundraising, GDPR, data protection, and charity governance and compliance.
- Proficiency in Google Workspace and standard office software.
- General finance acumen and budgeting experience.
- A commitment to equality, diversity, access, and inclusion in the arts and beyond.

### **Desirable Experience & Skills**

- Experience working for an arts charity, or knowledge of and enthusiasm for the arts sector.
- Experience developing or managing alumni or patron programmes.
- Experience with legacy giving and/or working with legal professionals on estate matters.
- Experience in supporting or leading large, complex, or multi-year funding bids.
- Knowledge of impact measurement and evaluation frameworks.
- Familiarity with WordPress or a similar CMS.
- Experience using digital platforms, including MailChimp or equivalent, and Canva.

### **Personal Approach & Working Style**

- Proactive and self-sufficient, able to manage a varied portfolio of work independently, with a purpose and target-driven attitude.
- A natural relationship-builder with excellent interpersonal, diplomatic, influencing, and negotiating skills.
- Inspires confidence in supporters and partners through knowledge, professionalism, warmth, generosity and authenticity.
- Skilled at working in evolving situations and able to think laterally about how to move work forward.
- Calm under pressure, adaptable, and enthusiastic about the mission of supporting artists.
- A collaborative team member who communicates clearly and follows through reliably.

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## **How to Apply**

Please fill in the online recruitment form: <https://forms.gle/cffikSovawiHvT9k6>

The online recruitment form requirements and questions are as follows:

- Upload a copy of your CV (max 2 pages)
- Why are you interested in the role?
- How do your skills and experience relate to the specific responsibilities and subheadings in the role description? *Prompts: What key skills do you bring? What is the first thing you would implement?*
- How would you approach managing the Arts Foundation's public communications?
- Please indicate your preference regarding PAYE or freelance contract terms
- Application Checklist

## **Closing Date**

- The closing date for applications is **9 am on Thursday 30 April 2026**.

## **Interview Date**

- Interviews will be held in person in West London with the Director, Chair, and members of the Board of Trustees; the interview will last approximately 45 minutes, the **week of 11 May 2026**.

Any offer of employment will be subject to satisfactory references.

*Due to limited administrative capacity, unfortunately, we are unable to contact unsuccessful candidates. If you have not heard from us by the interview date, your application has not progressed on this occasion.*

## **Note on AI Tools**

While we appreciate that AI tools can be useful for research, your application should represent your authentic personality and communication skills. We do not recommend using AI tools for this activity, as we want to understand your approach, key skills and experiences from your perspective and in your own tone of voice. We encourage individuality and personality!

## **Equality, Diversity & Inclusion**

The Arts Foundation is committed to championing equality, diversity, and inclusion in the arts. We encourage applications from suitably qualified candidates, whatever their age, disability, gender, gender identity, race, religion or belief, sexual orientation, or socio-economic background. If you have any access support requirements, please contact us at [info@artsfoundation.co.uk](mailto:info@artsfoundation.co.uk).

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## **Contact Details**

If you have any general questions about the role or your application, please email Mary Jane Edwards, Director: [info@artsfoundation.co.uk](mailto:info@artsfoundation.co.uk).

*Thank you for your interest in the role and our work!*