

Development Manager

Job Application Pack



Closing date: 25 November 2024

Interview Date: 4-6 December 2024

Contents

- **Introducing Lakeland Arts**
- **Job description**
- **Person specification**
- **How to apply and selection process**

Introducing Lakeland Arts

We're delighted that you're interested in joining the team at Lakeland Arts as a Development Manager. Lakeland Arts is an independent charity and one of the most remarkable arts and heritage organisations in the North of England. We run an exceptional portfolio of cultural spaces in an area of outstanding natural beauty and cultural heritage. As part of the Cumbria Museum Consortium, we are proud to be a National Portfolio Organisation of Arts Council England.

Windermere Jetty Museum, the RIBA Stirling prize shortlisted building, opened in 2019, following a £20 million major capital development. Through our conservation, displays, learning and heritage skills programmes we bring science, technology, engineering, design and ecology together with social history, to reflect this stories of Windermere. Our inspiring and internationally significant collection of boats go beyond the lake shore with our heritage boat trips.

Abbot Hall Art Gallery is home to a nationally significant art collection. It is one of the largest of its kind in the North, spanning the historic to contemporary, including watercolours by J M W Turner and John Ruskin, a strong Modern British collection including works by Lucian Freud and Bridget Riley, and the work of European Modernist Kurt Schwitters, created during his final years in Cumbria. From grassroots beginnings in the late 1950s, Abbot Hall has built a reputation nationally and internationally for consistently showing art and artists of the highest quality.

Blackwell - the Arts & Crafts house is a stunning Grade I listed house overlooking Windermere. Considered architect M H Baillie Scott's greatest house, it is one of the best examples of an original Arts & Crafts interior in the world. The finest Arts & Crafts furniture and furnishings from the permanent collection are on display as well as significant loans. The house has become a hub for

the display of modern and contemporary ceramics and for showing and supporting early to mid-career arts and craft makers.

Lakeland Museum has extensive displays relating to the people, communities and industrial history of the Lake District. This venue is currently closed pending redevelopment.

Our mission

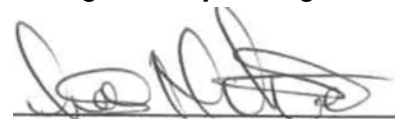
Our remarkable spaces, rich collections, engaging programmes and passionate people are all connected by a powerful sense of place. Our aim is to transform lives through meaningful connection with our local community and visitors, facilitating experiences that reflect our inspiring collections and the beauty of the Lake District.

Life in the Lakes

Our museums are surrounded by countryside in an area of outstanding natural beauty. The Lake District National Park (a UNESCO World Heritage Site) and the countryside outside the National Park and around the coast is full of great walks, stunning views, and lots of places to visit. Popular sporting and leisure activities include sailing, hill walking, swimming, cycling, climbing, and running. The Lake District is known for its architecture, stunning scenery and top quality restaurants. It's hardly surprising that this area attracts over 40 million visitors each year. Kendal is a busy market town and boasts the Brewery Arts Centre and plays host to several cultural festivals each year. There is easy access by road to Lancaster, Penrith, and Carlisle, as well as mainline train connections from Oxenholme station in Kendal to London, Manchester, Edinburgh and Glasgow.

We welcome your application and wish you every success with it.

Luis Martins
Acting Chief Operating Officer



Job description

Job Title:	Development Manager
Salary:	£34,000 per annum
Location:	All Lakeland Arts sites and remotely following hybrid working guidance (min. 3 days in office)
Reporting to:	Chief Executive Officer
Term:	Full-time 37.5 hours a week (with occasional early mornings, evenings and weekends)

Purpose

This role is responsible for setting and delivering the fundraising strategy and meeting fundraising targets for Lakeland Arts. Leading a team and working closely with the Chief Executive Officer and Senior Team, this position suits a fundraising professional with a track record of securing high level income, strong and inclusive leadership skills and the ability to develop successful relationships.

Areas of responsibility include leading capital projects, corporate and major donor income generation and providing leadership and direction for the Membership and individual giving schemes led by the Development Officer. Working with the Development Office and a Development Assistant you will build, grow and nurture relationships with supporters and external stakeholders to raise funds to support our programme of exhibitions, participation activities and conservation projects.

Key Responsibilities

- Support the Chief Executive Officer to deliver the organisations vision and business plan
- Lead the Development team to set and deliver the fundraising plan and agreed objectives with line management responsibilities for a Development Officer and Development Assistant
- Responsible for achieving an annual income target for core work, additional projects and conservation
- Manage department expenditure to maximise profit and return on investment for the organisation
- Identify potential funders and develop high quality funding applications and sponsorship proposals to a range of funders including trusts & foundations, public organisations, corporate sponsors and individual donors.
- Establish and develop a pipeline of potential and existing major donor and corporate donors making informed, well-targeted and successful approaches and account managing high value donors
- Support the Development Officer to drive membership, Patron and Benefactor growth and in their delivery of cultivation and stewardship events to keep supporters engaged and inspired. Provide additional stewardship to Benefactors
- Lead on capital and conservation fundraising for projects across the charity with support from the Senior Leadership Team.
- Develop existing relationships and build new strategic partnerships with funders, donors and stakeholders; manage relationships with key organisations, including Arts Council England, Heritage Lottery Fund and South Lakeland District Council
- Contribute to Lakeland Arts' stakeholder events and other activities to promote Lakeland Arts and involve local communities, visitors and key stakeholders

- Work closely with the Marketing team to design and execute fundraising marketing strategies with a key focus on growing legacy giving
- Develop excellent relationships with supporters to maximise opportunities for sustainable, scalable and multiyear income
- Raise the profile of Lakeland Arts as a charity with individuals and business community acting as an ambassador for the organisation at external and internal events

General:

- Ensure the highest level of donor care of sponsors and supporters
- Maintain records, develop projections and produce high quality reports to the Chief Executive and Trustees on activity and achievements against Lakeland Arts' fundraising targets
- Lead by example with robust fundraising systems and processes.
- Maintain a solid understanding of the external funding environment, keeping up to date with funding trends and developments in the sector
- Adhere to ethical and legal fundraising best practice keeping up to date with any changes in fundraising legislation
- Contribute to the overall success of the organisation, including attracting new audiences and delivering high quality visitor experience.

This job description outlines the principal responsibilities and duties of the post holder. It isn't meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes of legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Additional information

This is a full-time post, 37.5 hours per week, primarily working set days between Monday to Friday, but with the occasional need for evening, weekend or bank holiday working.

The post holder will be required to attend events, particularly those connected with responsibilities of the post.

Candidates must demonstrate that they can fulfil the requirements of the post.

The annual leave entitlement for this post is 33 working days (made up of 20 statutory days, 8 Public Bank Holidays and 5 contractual days) per annum.

Lakeland Arts offers an auto-enrolment pension scheme as well as a range of benefits including free entry into a range of partner venues in the UK, free entry into Lakeland Arts venues for immediate family, discounts in Lakeland Arts shops and cafes.

Lakeland Arts reimburses staff for travel and other expenses within agreed guidelines. The post holder will be expected to travel efficiently and in a timely manner between Lakeland Arts sites. Lakeland Arts welcomes applications from people with protected characteristics.

Lakeland Arts offers all employees access to an Employee Assistant Programme as well as Eye Tests for DSE users.

Health and Safety

The post holder is required to carry out their duties in accordance with Lakeland Arts Health and Safety policies and procedures.

Diversity

The postholder is required to always have due regard to equal opportunities, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

Person Specification

Essential	Desirable
Experience	
<ul style="list-style-type: none"> · At least three years' fundraising experience, ideally some of which has been spent managing a major fundraising campaign or period of significant fundraising growth · Successful track record of meeting funding targets through public and private sector engagement · Demonstrable track record in securing donations from trusts and foundations, individuals and corporate donors · Experience of maintaining donor records and producing reports. · Proven success in maintaining an outstanding level of donor stewardship · Previous experience of budget planning and management · Line Management experience 	<ul style="list-style-type: none"> · Experience of working in the museums, cultural heritage or arts sector · Experience of major gift fundraising · Track record of organising and delivering supporter events
Knowledge	
<ul style="list-style-type: none"> · Ability to write a compelling case for support and to communicate this effectively through both face-to-face presentations and written copy · Knowledge of trends, techniques and best practice in the fundraising sector · Knowledge of the wider charity sector and fundraising environment · Knowledge of data protection regulations 	<ul style="list-style-type: none"> · Active interest and understanding of the Arts sector · Keen interest in developing knowledge in new and emerging charity giving trends · Up to date knowledge of funding opportunities through ACE, NHLF and other key organisations.
Skills	

<ul style="list-style-type: none"> · Ability to develop and manage fundraising strategy and campaigns · Skilled at preparing and presenting a compelling fundraising case in a variety of forms, in person and through written applications · Ability to inspire and engage colleagues in fundraising and development · Excellent communication and ability to promote the vision that generates enthusiasm and support for Lakeland Arts · Listening to and engaging effectively with a wide range of people · Working proactively with partners and representatives of other organisations · Excellent I.T. skills · Strong networking skills · Excellent time and project management skills, with the ability to juggle competing demands and deliver to deadlines · Ability to represent the organisation at external events where required, acting as an ambassador for Lakeland Arts 	<ul style="list-style-type: none"> · - A confident public speaker
Qualities	
<ul style="list-style-type: none"> · Commitment to Equal Opportunities and Cultural Diversity · A passion to contribute to Lakeland Arts vision and strategy · A collaborative approach and the ability to work effectively as part of a team contributing to creating an inclusive and respectful environment · Attention to detail · Able to build good relationships and work in a supportive manner alongside colleagues and consultants · Consistent high level of donor care and responsiveness · Self-motivated and able and willing to work as part of a team · Proven ability to manage own professional and personal development and willingness to learn 	<ul style="list-style-type: none"> · A passion for fundraising and a commitment to donor care · An empathy with Lakeland Arts' mission and an interest in its exhibitions, activities and events
Qualifications	
<ul style="list-style-type: none"> · Relevant GCSEs work experience 	<ul style="list-style-type: none"> · Degree, or professional fundraising qualification

How to apply and the selection process

How to apply and the selection process Please send your CV and cover letter to jobs@lakelandarts.org.uk. In completing your application, you must tell us how you meet the essential qualification, experience, skills and qualities outlined in the Person Specification. We'll

assess how you meet them through the CV and supporting statement and interview. We'll let you know if we plan to include a presentation or a skills test if you are invited for interview.

Deadline for receipt of applications

This vacancy closes at 9am on Monday 25 November 2024. Unfortunately, any applications received after this time won't be accepted. Your completed CV and supporting statement should be returned by one of the following methods:

By email: Please email jobs@lakelandarts.org.uk. Please note that our email servers will not accept emails larger than 10MB.

By post: Human Resources, Lakeland Arts, Blackwell, The Arts & Crafts House, Bowness-on-Windermere LA23 3JT.

Acknowledgement of receipt

All email applications will be acknowledged upon receipt.

Interviews

Interviews will be held between Wednesday 4 December to Friday 6 December at one of our museums. You will be notified of your allocated slot if you are called to interview.