

Quentin Blake Centre for Illustration

Job Pack: Philanthropy Manager

<i>Contract:</i>	Permanent contract Full time, 0.8 or job-share
<i>Pay:</i>	£33,920-£40,280 pro rata depending on experience
<i>Reports to:</i>	Head of Development
<i>Closing date:</i>	Monday 30 September, 12:00pm BST

This role

We're seeking a brilliant person - or people - to join the team as Philanthropy Manager as we establish the Quentin Blake Centre for Illustration at the New River Head heritage site. This is an exciting time for the Centre with construction beginning on our new home in just a few weeks.

The Philanthropy Manager will secure gifts from Individuals, Trusts and Foundations in the range of £1,000-£50,000+, and will work closely with the Head

of Development, Centre Director and Board to steward gifts at the £50,000+ level.

You will be a relationship-focused fundraiser with experience of face-to-face fundraising, excited by the opportunity to play a key part in launching a major new cultural institution. You will use your experience and key moments on the way to opening to refine, refresh and grow our established giving circles. You will also identify and develop new ways that individuals can support the Centre and our programming before we open our doors in February 2026.

You will be an inspiring and committed ambassador for the Centre and its mission, in person and in writing. You will also be a great team-player who enjoys collaborating with colleagues across the Centre to deliver a dynamic and creative programme of donor cultivation and stewardship. Your work will reflect our values of compassion, curiosity, equity, 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.



Impressions of the new Quentin Blake Centre for Illustration, by Nora Walter

This Job Pack will tell you more about our organisation, our capital project, what it is like to work with us and – on **pages 13 to 23** – the job description and how to apply. Our Guidance Notes explain how we will process your application. If you have any queries, please email us at jobs@qbcentre.org.uk.

An online information evening for this role will take place on **Tuesday 24 September from 6pm – 7pm**. 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 and ask us for joining details.



© *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 share 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.



Above left: Designed In Cuba © Paul Grover



Above right: 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 a £3.75m Round 2 Delivery phase grant from the National Lottery Heritage Fund. This support, alongside major grants from individuals and trusts and foundations, has enabled us to appoint our lead contractors. Construction will begin in October 2024 and Quentin Blake Centre for Illustration will open in February 2026.

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 collections and related research; the first of its kind in the world.

The Capital Project

Due to open in 2026, the Quentin Blake Centre for Illustration will fill a gap in the visual arts landscape as a permanent home for illustration. The Centre will explore the central role of visual arts in people's

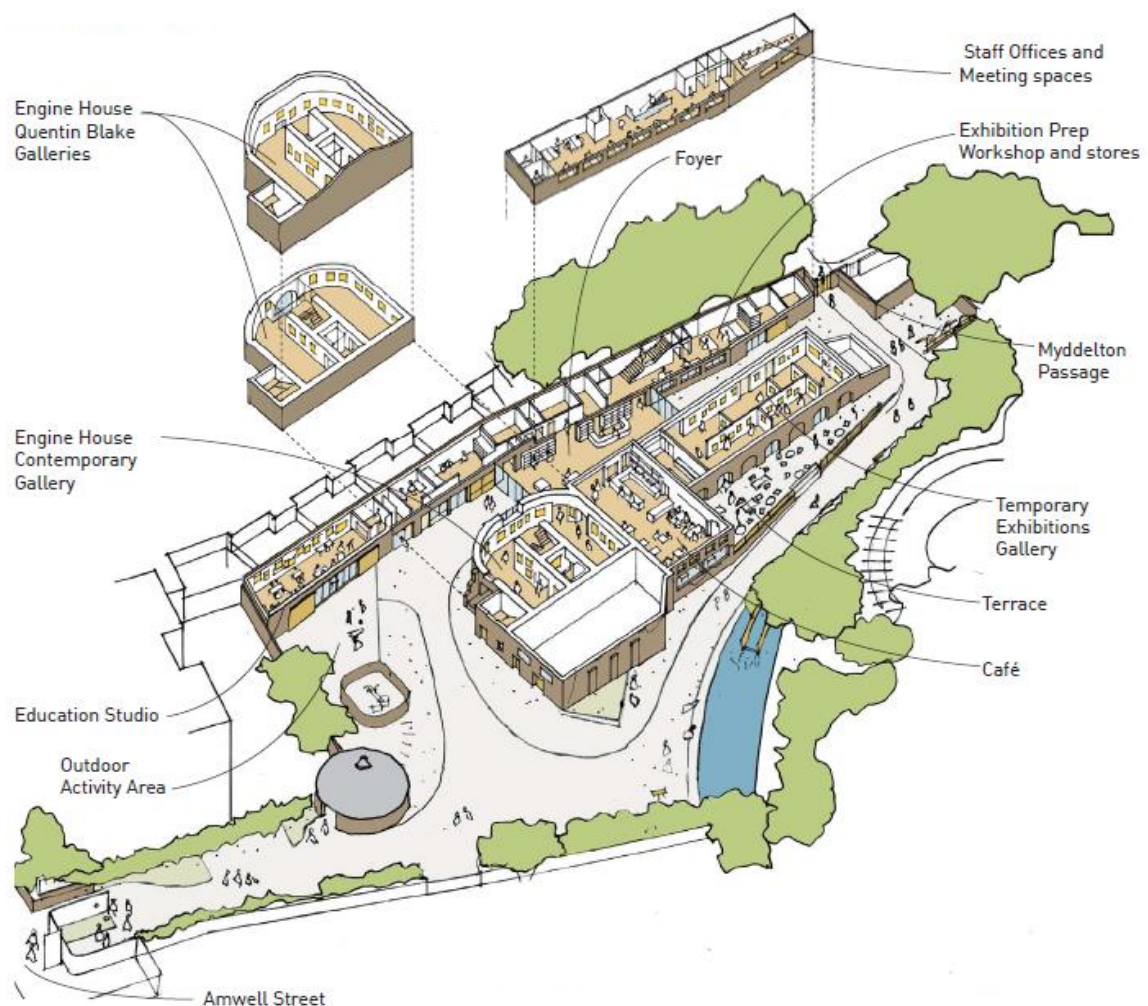
everyday lives through exhibitions, residencies, cross-curricular school programmes and community projects. The project will repurpose New River Head, a derelict waterworks set within one and a half acres of land in Clerkenwell, London. Locked away since the 1950s, the site is full of untold stories and untapped possibilities. Its 18th and 19th 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.



Left to right: Seven Kinds of Magic exhibition; early years workshop; Laura Carlin: Ceramics exhibition

Designed by Tim Ronalds Architects, a practice with an outstanding track record of working with heritage buildings, the c.£16mn 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 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.

Next steps

We have secured over 95% of the funds needed to deliver the next stage of the project and our trustees have agreed that we can begin work on site. We still have the opportunity to fundraise for major capital gifts over the next six to 12 months which will relieve pressure on other budget lines.

We need to fundraise for our opening exhibition programme and for the work with schools and community groups which will bring the Centre to life. Activities and opportunities for learning and play are being developed in collaboration with local community groups and we are committed to being inclusive, accessible and environmentally sustainable. This work is being supported by independent evaluation experts who are working with us to put in place a logic model and evaluation framework which will enable us to demonstrate our impact to funders.



Family workshop © Rob Harris, Illustrating Archway schools project

We also need to maintain and build our revenue income, currently c. £0.4mn per annum. To achieve

this, we will continue to facilitate an annual auction of illustration works and will build a community of supporters to sustain the organisation into the future.



Made In North Korea © Justin Piperger

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. Everyone comes into the office for 60% of their working hours and can then choose if they want to work their remaining days in the office or from home. 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 fortnightly. Annual individual development provides an opportunity to review and reflect on the past year, set objectives and discuss any support needed.

Everyone gets 25 days leave a year (pro rata) and, additionally, the office is closed between Christmas and New Year. We take contracted hours seriously and have recently updated our leave, time in lieu 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!

Recruitment information

Dates

Closing date for applications Monday 30 September
12:00pm BST

Interviews 10/11 October 2024
at Lansons,
24a St John Street
London
EC1M 4AY

How to apply

Please email jobs@qbcentre.org.uk with the subject 'Philanthropy Manager' 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 Monday 30 September 2024 at 12:00pm BST. Applicants must have the right to work in the UK. We will inform all applicants of the outcome of their application by Friday 4 October.

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, Latinx, South Asian, South East Asian and West Asian heritage whose applications meet the essential criteria listed on pages 21-22.

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	Philanthropy Manager
Reports to	Head of Development
Responsible for	No direct line management. However, the overall team will expand prior to the Centre’s opening, with additional support on donor acquisition, event delivery and supporter e-communications.
Salary	£33,920 - £40,280 pro rata per annum (depending on experience)
Employee benefits	<ul style="list-style-type: none"> • Annual holiday entitlement of 25 days per annum plus public holidays • Pension scheme with employer contribution

	<ul style="list-style-type: none"> • Access to award-winning employee assistance programme • Museum Association membership for an initial year, offering free entry to museums and galleries (subject to passing the probationary period) • Cycle to work scheme
Hours	<p>37.5 hours (1.0 FTE) or 30 hours (0.8 FTE)</p> <p>Core hours are 10:00-16:00 Monday to Friday with flexibility around these.</p>
Place of work	<p>Lansons, 24a St John Street, London, EC1M 4AY</p> <p>Minimum 60% of total working hours per month to be worked in-person. In-person working includes external meetings or visits to touring venues and projects, as well as office hours. The remaining 40%</p>

	<p>of total monthly working hours may be worked remotely or from the office.</p> <p>For example, a 37.5 hour FTE week may include 3 days of in-person working, and 2 days worked remotely. This working pattern may vary as the we approach the opening of the Centre.</p> <p>Regular visits to Quentin Blake Centre for Illustration, Rear of 28 Amwell Street, London, EC1R 1XU.</p>
Contract type	Permanent with a six-month probationary period.

Tasks and responsibilities

Strategy and planning

- Refine and grow the Centre’s ‘Founders’ Circle’ (circa. £25k), stewarding members in support of long-term engagement

- Refresh and grow the Centre's Annual Giving Circles programme (£1,500+)
- Launch and promote the Centre's Gifts-in-Wills/Legacies programme ahead of opening
- Identify and develop new opportunities for giving circles and one-off philanthropic support as the Centre's exhibition programme and impactful programming is developed and refined
- Design and co-deliver donor engagement and stewardship events for supporters at all levels, including Annual Giving Circles and transformational gifts
- Build knowledge of fundraising best practice across the sector
- Work with the Head of Development, Development Co-Ordinator and the wider team to support the growth on the Centre's networks and ensure opportunities for collaboration are maximised

Fundraising and stewardship

- Cultivate and steward 75-100 existing donors and prospects
- Identify and develop relationships with potential funders, and deepen the Centre's relationship with existing funders
- Work collaboratively with curatorial and learning colleagues to develop funding proposals and fulfil donor reporting requirements
- Ensure high quality donor care, including stewardship of existing major and Annual Giving Circle donors and timely reporting to Trusts and Foundations
- Undertake research and due diligence to inform approaches to donors in your pipeline
- Oversee an annual online auction, managing associated in-person event and stewardship opportunities
- Plan and attend a calendar of supporter events

Record-keeping and reporting

- Maintain accurate, up-to-date records of donors and prospective donors and their relationship with the Centre
- Provide accurate income reports and forecasts
- Attend, present as required and produce action points for Fundraising Board meetings
- Ensure fundraising and data management follows best practice, within statutory, professional and voluntary regulations
- Adhere to the Centre's due diligence and donor acceptance policies

Contributing to the Centre's wider work

- Play an active role in team meetings, contributing to wider organisational strategy and activity
- Model the Centre's values
- Other duties as reasonably required

As we move closer to opening, we expect this role to develop as part of a larger structure for the team and

organisation. There will be opportunities for this role to evolve and take-on different duties, supporting personal development. Any changes will be made only after discussion with the postholder/with the postholder's input.

Essential Shortlisting Criteria

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

- Inspiring advocacy skills, including strong written and verbal communication skills
- A proven track record of securing four and five-figure gifts from donors, including initiating new gifts and securing repeat/increased gifts
- An imaginative and highly organised approach to cultivating and stewarding prospective and confirmed funders
- Experience of high-quality and accurate prospect research
- Experience of developing effective, targeted, cultivation and fundraising events

- Resilience, motivation and a collaborative approach
- Confidence in and commitment to using customer databases to identify supporters and store accurate records
- 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):

- Experience of fundraising in the arts, museums, heritage and/or wider creative industries
- Experience of working with trustees and/or senior volunteers to secure gifts and build networks
- Experience of working with colleagues working in delivery roles to make projects and programmes attractive to individual donor and/or to trusts and foundations

- Experience designing and launching fundraising programmes
- Experience of securing gifts in support of capital projects
- Experience of communications and public campaigns
- Knowledge of GDPR and tax issues related to giving

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

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

