

The Line: Development Coordinator Job Description and Person Specification

Permanent contract

3 days per week

Commencing February 2022

Salary and hours: £30,000 pro rata (22.5 hours p/week)

Employment benefits include holiday entitlement of 28 days per annum which are inclusive of the 8 normal public holidays for a five-day working week (holiday entitlement is pro rata for part-time employees) and contributory NEST pension scheme.

Probationary Period: 3 months

Full employment terms will be included within the contract of employment.

Reports to: Head of Strategy and Partnerships

Location: Working from our offices on The Line as well as some remote working from home and occasionally on the route in Newham, Tower Hamlets and Greenwich.

The Line is London's first dedicated art walk. The Line exists to connect communities and inspire individuals through an outdoor exhibition programme where everyone can enjoy art, nature and heritage for free. The route runs between Queen Elizabeth Olympic Park and The O2, following the waterways and the line of the Greenwich Meridian.

Find out more information [HERE](#)

The Line is looking for an enthusiastic and motivated Development Coordinator to join its small and dedicated team at an exciting time of growth and expansion for the organisation. The role will deliver practical and essential support to the organisation and would suit someone with a passion for arts and community with imagination, strong writing skills and an ambition to enhance their fundraising experience.

The Development Coordinator's role is to support the Head of Strategy and Partnerships to reach the organisation's fundraising targets. The Line is a registered charity and funding is generated from: individual patrons, charitable trusts and foundations and corporate supporters, with an ambition to extend relationships with ACE and other public funding bodies. The Development Coordinator will be required to support the Director with patron tours and events and other fundraising activity as required.

The Line is expanding its fundraising approach through new revenue strands including a major fundraising event, on-site and online donations and artist editions. As part of this, fundraising systems, supporter care and personal stewardship will be formalised and will play an important part in the delivery of our fundraising strategy

Responsibilities to include:

- Support the organisation to achieve its fundraising targets through current and new funding streams

- Support Senior Management Team with planning and delivery of Patron events, walks and tours
- Support the development and coordination of Groundbreaker's Cultural Circle lunches and associated events
- Support the Head of Strategy and Partnerships in all other fundraising activities
- Undertake ongoing prospect research; research potential supporters (individuals, organisations and trusts and foundations) for specific projects as well as ongoing core support
- Maintain The Line's database of (past, present and potential) Trusts, Foundations and patrons and ensure regular contact
- Put together reporting programme and protocols and ensure all funder reports are delivered on time
- Prepare and input into funding applications
- Capture outcomes and impacts identified through evaluation and audience engagement to support funding approaches
- Process and log all donations including acknowledgement requirements, and set dates for review and further actions
- Support the migration of databases onto funder and donor management software
- Establish and maintain a system for acknowledgements ensuring that all supporters are credited effectively online and where possible on The Line itself
- Where appropriate work with The Line's Digital Producer to design materials for fundraising purposes
- Support the development of a plan and strategy for Legacy Gifts
- Liaise with cultural partners on fundraising and reporting for The Line's programme of Collaborations.

This Job Description is not exhaustive, and other tasks may be assigned from time to time as deemed appropriate.

Person Specification

Essential Attributes

- Experience in writing funding applications and reports
- Strong writing skills and excellent interpersonal communication
- A team player – willing and wanting to make a wider contribution
- A logical approach to problem solving and administrative tasks
- Excellent research skills
- Attention to detail and high level of accuracy with a systematic approach
- Ability to work to deadlines

Desirable Attributes

- Experience of coordinating fundraising events and tours
- An interest in the arts

Circumstances

- Flexibility for occasional weekend working and evening events

Application deadline and interviews

The closing date for applications is 5pm, Monday 31st January. Interviews are expected to take place on Wednesday 10th February 2022.

We are committed to equality and diversity within our workforce and in all opportunities. Our recruitment process is open to all but we would particularly like to encourage applications from people from Black, Asian and ethnically diverse backgrounds, those who identify as LGBTQ+, those from lower socio-economic backgrounds and those who identify as disabled, as these groups are currently underrepresented in our teams and the cultural sector more widely.

How to apply:

1. Read the Job Description
2. Email your application to info@the-line.org. This should include:
 - Your CV (no more than 2 sides)
 - Covering letter: please ensure you tell us how you meet the essential and desirable experience in the person specification (no more than 2 sides)
 - An [Equal Opportunities Monitoring Form](#)
 - The names, email addresses, and telephone numbers of two people who can give you a reference. At least one of these should be your current or most recent employer.

If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact info@the-line.org to arrange a call.

Any application received after the deadline may not be included in the recruitment process.

If this process is not an appropriate method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will acknowledge all applicants with a response.

This job description is available in large print.

Please email info@the-line.org