

## **Development Manager The Line**

### **Permanent contract**

### **Full time**

### **Commencing September 2024**

### **Salary and hours: £36,500**

40 hours per week, including a paid break of one-hour each day

Some evening and weekend work will be required for which TOIL will be provided

### **Employment benefits:**

- Holiday entitlement of 25 days per annum plus public holidays
- Contributory NEST pension scheme
- Cycle to work scheme
- Wellbeing support – regular free wellbeing activities offered and trained Mental Health First Aiders

### **Probationary Period: 3 months**

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

### **Reports to: Deputy Director**

**Location:** This role requires a minimum of 3 days in person at our offices at Here East (Queen Elizabeth Olympic Park) with the option of remote working for 2 days.

### **About The Line:**

The Line is East London's public art trail that connects Queen Elizabeth Olympic Park and The O2, following the waterways and the line of the Greenwich Meridian. Its mission is to connect communities and inspire individuals through a dynamic outdoor exhibition programme where everyone can explore art, nature and heritage for free. The Line focuses on collaborative engagement projects that support wellbeing and learning, as well as providing opportunities for young people to develop skills and improve employability. Find out more information [HERE](#).

Co-founded by its Director, Megan Piper, and the late regeneration expert Clive Dutton OBE, The Line values an open, inclusive and nurturing environment to promote collaboration, creativity and wellbeing. We aim to listen and learn from the people we connect with and believe in the transformative impact of art and nature. We are committed to increasing access to the arts through our programmes and challenging barriers to participation.

The new Development Manager role has been created to work closely with the Deputy Director to develop, implement and monitor The Line's fundraising strategy. The Line is a registered charity and funding is generated through a mixed income portfolio including individual patrons, charitable trusts and foundations and corporate supporters, as well as public funding. The role will suit a candidate with a creative and strategic approach to fundraising and partnership development. The Development Manager will work across all aspects of fundraising with particular focus and responsibility for work with trusts, foundations and corporate partnerships.

As part of ambitious plans for its tenth anniversary in 2025, The Line is expanding its fundraising approach through new income streams including a major fundraising event, a new American Friends programme and expanded corporate partnerships. The Development Manager will play a vital role in upholding and strengthening fundraising systems and stewardship. They will also bring innovative thinking to secure new funding and partnerships to ensure the financial sustainability of The Line into the future.

### **Responsibilities to include:**

- Work closely with the Deputy Director to implement, monitor and evaluate The Line's fundraising strategy
- Work with the Deputy Director to set and monitor targets and contribute to quarterly forecasts and Board reports.
- Work with colleagues across the organisation to identify fundraising opportunities for existing and future projects
- Prepare internal reports for the Financial Controller and Director on income targets and funds secured
- Manage a very high standard of timely reporting to funders, securing evaluation data and updates as required from the wider team
- Uphold existing policies and support the development of new fundraising protocols as required
- Keep abreast of best practice in fundraising and stewardship

### **Trusts and Foundations**

- Research, develop, and deliver against an ambitious pipeline of funding opportunities
- Proactively work with colleagues to develop, write and submit strong applications and proposals, prioritising significant and multi-year approaches
- Identify, establish, and manage relationships with representatives from grant-giving organisations, working with colleagues and trustees to connect with funders where possible.

### **Prospect research**

- Undertake research and maintain a high level of knowledge about prospective donors and partnership opportunities
- Research and develop innovative partnership approaches, organising visits, presentations and meetings as required
- Undertake detailed research and due diligence to guide prospect selection

### **Stewardship and relationship management**

- Maintain and strengthen our stewardship of existing and new supporters with regular programme updates and bespoke opportunities
- Develop corporate partnerships promoting The Line as a space to support employee wellbeing
- Develop corporate partnerships for The Line's Exhibition and Engagement programmes
- Maintain positive relationships through timely programme updates and pro-actively arranging meetings (online and on The Line)
- Develop a legacy gift programme for The Line

### **Individual Giving**

- Support the Director to build The Line's patrons programme, supporting event planning and delivery as required.

### **Systems, Finance and Governance**

- Support the Director and SMT to maintain systems to ensure that The Line's fundraising is consistently carried out to the highest professional standards
- Work with colleagues to develop accurate budgets for funding approaches
- Log all monies received through donations and grant payments, preparing appropriate paperwork in line with audit requirements and updating the Financial Controller

- Manage timely acknowledgement of support from all donors and funders on the website, on the route and in any relevant print
- Manage the development database, strengthening systems and processes to ensure that relationships are successfully managed and sustained
- Write, with contributions from development colleagues, quarterly fundraising reports to the Board of Trustees.

### **General Responsibilities**

- Operate in accordance with The Line's 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
- Work evenings and weekends when required, for which TOIL (time of in lieu) will be given
- Undertake other duties as may be reasonably required

### **Person Specification**

#### **About you**

#### **Essential:**

- At least 3 years of experience of fundraising, preferably in an arts organisation
- Evidence of successfully securing funds
- Strong writing skills with experience of writing compelling content for major fundraising bids and upholding reporting requirements
- Excellent verbal communication skills with the ability to confidently present to funders and prospective supporters
- Excellent administrative skills, including financial management
- Meticulous attention to detail
- Experience of funder database management and managing funding pipelines and cycles
- An understanding and experience of applying best practice in fundraising
- A demonstrable commitment to promoting diversity and inclusion across working practices
- Ability to organise, plan and prioritise workloads effectively and the ability to meet deadlines under pressure
- Excellent research skills
- Knowledge of the visual arts
- Ability to organise, plan and prioritise workloads effectively and the ability to meet deadlines under pressure

#### **Desirable:**

- An enthusiasm for public art and/or the benefits of nature for wellbeing
- Experience of securing grants from Arts Council England, local authorities and / or other Government funding streams
- Line management experience

#### **Circumstances**

Flexibility for occasional weekend working and evening events

### **Application deadline and interviews**

The closing date for applications is 15<sup>th</sup> July 2024.

Candidates will be notified of interview on Thursday 25<sup>th</sup> July

Interviews are expected to take place in person on Thursday 1<sup>st</sup> August

All interviews will be at our offices at Here East in Queen Elizabeth Olympic Park.

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 low-income 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 the following to [workwithus@the-line.org](mailto:workwithus@the-line.org):

- 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 [workwithus@the-line.org](mailto:workwithus@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 [workwithus@the-line.org](mailto:workwithus@the-line.org)