



## **The Line: Development Coordinator** **Job Description and Person Specification**

**Permanent contract**

**Full time**

**Commencing June/July 2025**

**Salary and hours: £35,000 full time (40 hours per week inclusive of a paid one-hour lunch break each day)**

- Holiday entitlement of 25 days per plus normal public holidays
- Contributory NEST pension scheme
- Cycle to work scheme

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

**Probationary Period:** 6 months

Full employment terms will be included within the contract of employment

**Reports to: Head of Development** (new role, in post July 2025)

**Location:** Working from our offices at Plexal (Here East) in Queen Elizabeth Olympic Park. Arrangements for hybrid working can be considered but 2 days in-person is a minimum requirement.

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. Our mission is to connect communities and inspire individuals through a dynamic outdoor exhibition programme where everyone can explore art, nature and heritage for free. We focus on collaborative engagement projects that support wellbeing and learning, as well as providing opportunities for young people to develop skills and improve employability.

At The Line, we value an open, inclusive and nurturing environment to promote collaboration, creativity and wellbeing. The Line believes in the transformative impact of art and nature, and we are committed to increasing access to the arts through our programmes and challenging barriers to participation.

Find out more information [HERE](#)

### **Purpose of the role**

The Line is looking for an experienced and motivated fundraising professional to join its team. The Development Coordinator 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 build on existing fundraising experience.

The Development Coordinator's role is to support the Head of Development (incoming) to reach the organisation's fundraising targets to enable us to deliver our ambitious outdoor

exhibition and engagement programmes. The Line is a registered charity and funding is generated from: individual patrons, charitable trusts and foundations, corporate partners, Art Council England and other public funding bodies, and a Friends Scheme. A significant part of the role will include writing funding applications and reporting to funders on existing grants. The Development Coordinator will also be required to support the Head of Development with fundraising events, patron tours and other fundraising activity as required.

The Line has an expansive network of supporters with a wide variety of reporting and communication expectations maintained with a high standard of stewardship. The Development Coordinator will be responsible for maintaining fundraising systems, ensuring that supporters at every level receive timely and high-quality communication and engagement. Furthermore, the Development Coordinator will also undertake prospect research to maintain funding pipelines and support research of new sources of income for the delivery of our fundraising strategy.

**Responsibilities to include:**

- Support the organisation to achieve its fundraising targets through current and new funding streams
- Research, prepare and write funding applications
- Put together reporting schedules and protocols and ensure all funder reports are delivered on time and to a high standard
- Support the Head of Development with planning and delivery of patron events, walks and tours
- Support the development and coordination of corporate events
- Support the Head of Development in reporting on funding pipelines and progress on applications as well as 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 fundraising CRM on Monday.com
- Capture outcomes and impacts identified through evaluation and audience engagement to support funding approaches
- Process and log all grants received and donations including acknowledgement requirements, and set dates for review and further actions
- Liaise with the finance team on the production of board papers and funder reports
- Maintain systems for acknowledgements ensuring that all supporters are credited effectively online and where possible on The Line itself
- Work with The Line's Digital Team to design materials for fundraising purposes
- Support the development of a plan and strategy for Legacy Gifts

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 reporting, within the arts
- 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 methodical and systematic approach
- Ability to work to deadlines

#### Desirable Attributes

- Experience of coordinating fundraising events and tours
- Experience of design using PowerPoint / InDesign
- An interest in public art

#### Circumstances

##### Location:

Primary location at our offices at Plexal, Here East in the Olympic Park close to Hackney Wick, which is a dynamic canal-side co-working hub offering meeting spaces, break-out areas, as well as regular social events and training opportunities.

Some home-working can be supported. We currently work within a hybrid working model as we want to support our employees to do their best work, have a good work-life balance and work flexibly whilst staying connected and retaining our sense of purpose and values. We expect a minimum of two days a week at the office, with the possibility of more depending on business needs.

Flexibility for occasional weekend working and evening events

##### Application deadline and interviews

The closing date for applications is 10am, Tuesday 29<sup>th</sup> April. Interviews are expected to take place on Wednesday 7<sup>th</sup> May 2025.

##### Equal Opportunities

The Line is 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 the cultural sector.

Your application and any associated personal information will be stored and processed in accordance with our Data Retention and Disposal Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence, and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.

**How to apply:**

- Apply through the [application form](#) which requires a cover letter and copy of your CV and contact details of two referees (these will only be contacted with your prior approval)
- Complete the [Equal Opportunities Monitoring Form](#) (please note this will not be reviewed by the individuals reviewing applications)

If you do not meet all criteria in the person specification but feel you meet the majority or bring alternative strengths, please feel encouraged to apply. 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)