

Spike Island

JOB DESCRIPTION DEVELOPMENT MANAGER

Key objectives:

- To develop and implement Spike Island's fundraising strategy in order to support the effective realisation of Spike Island's artistic programme and business plan.
- To build relationships and partnerships with local and national grant makers, individual donors and businesses to provide core revenue and funding for special projects and programmes.
- To establish fundraising as a core function of the organisation.

Responsible to:

The Development Manager is responsible to the Deputy Director, and also has a dotted line relationship to the Director.

Key outputs:

Strategy:

1. Continually develop and manage the phased implementation of Spike Island's Fundraising Strategy, enabling the organisation to achieve its objectives and maximise fundraised income.
2. Provide regular strategic reports for the Director and Deputy Director, and Board of Trustees.
3. As a member of the Senior Management Team, contribute to Spike Island's Business Plan as and when required.

Tools and Mechanisms:

4. Develop a suite of case for support materials for core, capital, special projects and programmes to enable effective fundraising.
5. Devise fundraising literature for use across all communications channels to encourage gifts and donations from individuals, and to raise public awareness.
6. Prepare sponsorship and partnership literature for approaches to the corporate sector.

Research:

7. Set up a programme of ongoing prospect research to identify potential funders, donors and corporate supporters and manage this through a strategic pipeline.
8. Ensure research tools are up to date and relevant subscriptions are managed.
9. Act on opportunities that regular research creates.



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ENGLAND**



Spike Island Artspace Limited
Registered charity no. 1003505
Registered in England
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VAT no. 650 5760 40

Grant making trusts and foundations:

10. Develop applications to appropriate grant making trusts and foundations (in accordance with the relevant guidelines and application procedures), including international funding prospects.
11. Prepare reports to funders as per their conditions of grants.

Individuals:

12. Seek out potential HNWI's and other individual prospects and cultivate for gifts.
13. Work with the Director and Deputy Director, and members of the Board of Trustees to implement approaches of the highest quality, and to achieve results.
14. Manage the on site giving programmes effectively and implement new opportunities for engaging our audiences in fundraising.
15. Encourage gift aid donations wherever possible and appropriate and manage gift aid contributions in collaboration with the Finance Manager.
16. Devise and implement a programme of legacy giving in line with the phased implementation of Spike Island's Fundraising Strategy.

Corporate Sector:

17. Identify businesses for approach for a range of partnership opportunities, including sponsorship of exhibitions and other projects and programmes, and make approaches/introductions as appropriate.
18. Prepare sponsorship/partnership contracts on behalf of Spike Island in collaboration with the Deputy Director, and deliver agreed benefits.
19. Manage all corporate partnerships effectively and efficiently, building relationships with all relevant parties.

Event Management:

20. Using Spike Island's programme of work and the community it serves, establish a programme of cultivation events to encourage gifts, grants and corporate support.
21. Plan, implement and manage all fundraising events, in close communications with and with support from the staff team.

Relationship Management:

22. Be responsible for managing all fundraising relationships, drawing on support from the community at Spike Island, the staff team and Board of Trustees.
23. Ensure high quality stewardship at all times.
24. Build effective relationships with the Board of Trustees to develop peer-to-peer giving at the highest level.
25. Working with the Director and Deputy Director, and appropriate Board Sub-committees, set up and manage a Development Board of external individuals and members of the Board of Trustees to support fundraising.



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Data Management:

26. Ensure that all fundraising data is recorded regularly on Spike Island's CRM system, maintaining the system appropriately, and ensuring that all data processing complies with Spike Island's Data Processing Policy and GDPR legislation

General:

27. Represent Spike Island externally at meetings with key partners and networks, increasing opportunities for support and collaboration.
28. Plan and manage budgets, delivering work within agreed targets and timescales.
29. Ensure that all development work reflects and contributes to our aim to enhance equity, diversity and inclusion across the organisation.
30. Operate in accordance with the organisation's employment, Health and Safety, equal opportunities and other legal requirements, organisational practices, policies and procedures.
31. Contribute effectively to the management team, collaborate across teams, and carry out any other duties commensurate with the role.
32. Remain flexible to the changing needs and priorities of the organisation.