

25st July 2017

Dear Applicant,

Development Manager
(Fixed fee £15,000 to November 2018)

Thank you for your interest in this position.

Please find attached more detailed information for this post which includes:

- Job Description and Person Specification
- Further information about Iniva

To apply for the Development Manager position, please send a proposal detailing how you would approach the work, and how your experience would successfully meet the roles' main objectives and duties (2 sides of A4 max). Also send a CV or organisation profile to recruitment@iniva.org with 'Development Manager' as the subject.

The deadline for applications is 12pm, Monday 18th September 2017. Interviews will be held on Thursday 21st September 2017.

We look forward to receiving your application.

Yours sincerely,

Melanie Keen
Director

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Ritula Shah
Jane Sillis

Reg Charity Number
1031721

Development Manager Job Description & Role Specification

Development Manager

Reporting to: General Manager & Director

Fixed fee £15,000 to November 2018

This fixed fee contract (maternity cover) will require flexible working around deadlines and fundraising targets. We envisage a minimum of 4-5 days per month at Iniva's office with additional contact time via email, phone or Skype. A contact schedule will be drawn up following appointment.

To apply please provide a proposal detailing how you would approach the work, and how your experience would successfully meet the roles' main objectives and duties (2 sides of A4 max). Also send a CV or organisation profile.

We welcome proposals from a consultant or an organisation who can meet the role specification.

Deadline for applications: 12pm, Monday 18th September 2017.

Main Objectives

The Development Manager will be responsible for overseeing and expanding Iniva's fundraising activities including meeting key targets representing 20-25% of Iniva's turnover. The contract includes cultivation of partners and audiences in order to attract financial support to Iniva's programme and tangible assets. Iniva is currently in receipt of an Arts Council England Catalyst: Evolve grant and the Development Manager will be responsible for delivering these outcomes. They include the development of a Kickstarter campaign and building relationships with potential Patrons through cultivation and fundraising events. The outcomes will increase the financial resilience of Iniva as a not for profit arts organisation and develop sector wide learning on fundraising.

Main Duties

1. To oversee the strategic and practical development of areas of fundraising activity, meeting specific financial targets for each strand of Iniva's artistic programme.
2. Managing Iniva's key strategic development project, Catalyst: Evolve in partnership with Pavilion, our Catalyst consortia partner, and delivering targets around this including Board and staff training, a Kickstarter project, a Patrons scheme, and reporting and evaluation to stakeholders Arts Council England.
3. Developing and managing fundraising cultivation events, supporting the development of individual donors or patrons.

4. Writing and collating fundraising applications to trusts, foundations and public funds, including managing and coordinating bids to key public funders including, Heritage Lottery Fund, Arts Council England and others.
5. Reporting on and managing current funding, including ensuring data collection and reporting measurables are in place.
6. Develop and manage relationships within the UK and internationally to make best use of fundraising opportunities.
7. Contributing to Iniva's strategic planning including updating and delivering a fundraising strategy and maintaining up to date prospects lists.
8. Working with the Programme and Operations Coordinator editing and maintaining website pages, donate functions and social media in areas of responsibility.
9. To work closely with Iniva's Director and programme staff on the supporting and developing fundraising bids and pitches.
10. To be responsible for expenditure relating to development and fundraising activity and manage budgets appropriately.
11. Ensuring that monitoring and evaluation of all related programme activity takes place promptly and is used effectively to support further development activity

Role Specification

Essential skills/experience/qualities:

1. At least three years' experience of working in a development role for a not for profit arts organisation
2. Proven ability of meeting significant financial targets through fundraising from trusts, foundations and public sector funders
3. Proven experience in project management
4. Proven experience in budget management
5. Proven ability to build good working relationships both internally and externally
6. Proven experience in building and developing relationships with a range of stakeholders, funders and potential partners
7. Proven numeracy and office administration skills

Desirable skills/experience/qualities:

1. Experience of managing or contributing to a Catalyst programme
2. Experience of meeting significant financial targets through fundraising from corporates and negotiating commercial sponsorship
3. Experience of delivering a development project in partnership
4. Experience of social marketing and digital media platforms
5. Experience of working with membership/subscription models
6. Target driven self-starter

7. Proven writing and editing skills, particularly in digital communications
8. Passion for contemporary visual arts and issues relating to Iniva's mission

Background information

Iniva (Institute of International Visual Arts) is an evolving, radical visual arts organisation dedicated to developing an artistic programme that reflects on the social and political impact of globalisation.

With the Stuart Hall Library acting as a critical and creative hub for our work, we collaborate with artists, curators, researchers and cultural producers to challenge conventional notions of diversity and difference. We aim to engage a wide audience, particularly young people, in discourse and debate on issues surrounding the politics of race, class and gender.

Through our programme we work predominantly with British-born and British-based visual artists of African and Asian descent supporting them at different stages in their careers. We offer residencies, commission new work and promote existing practices enabling artistic ambition and development. We also run the Stuart Hall Library Research Network, a regular series of public events in the Stuart Hall Library. By cultivating innovative thinking, we are committed to disseminating research across a wide cultural spectrum and geographical network. Our ambition is to build a greater body of knowledge around each of the artists with whom we work to ensure the legacy of their practices for future generations of researchers and audiences.

Founded in 1994, under the leadership of renowned academic Professor Stuart Hall, Iniva is a non-profit organisation based in East London. It has established itself as a pioneering arts organisation in the artistic environment in the UK and beyond. Iniva looks towards the future whilst acknowledging its extensive history and legacy.

Iniva's Governance

Iniva is a registered charity and a company limited by guarantee. Iniva's founding chair was the late cultural theorist Professor Stuart Hall who retired in August 2008. The current chair is Anita Bhalla OBE who was appointed in 2013 and the Board currently has eight members.

For information regarding our current Board of Trustees please visit:

<http://www.iniva.org/about/board-of-trustees/>

Further Information

For further information on Iniva and its history please refer to the website www.iniva.org