

**towner**  
art gallery

# **RECRUITMENT PACK**

## **Development Manager**



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Thank you for your interest in working at Towner.

Please find a job description and person specification enclosed. An application form and equal opportunity form are attached separately.

Deadline: **Monday 1 July 2019, 12 noon**

Interviews will take place: **Thursday 11 July 2019**

All interviews will take place at Towner Art Gallery, Eastbourne.

For further information or questions please contact:  
Clare Dobson, Director of Development  
[clare.dobson@townereastbourne.org.uk](mailto:clare.dobson@townereastbourne.org.uk) or 01323 434663.

Completed applications should be emailed to:  
[michele.monteith@townereastbourne.org.uk](mailto:michele.monteith@townereastbourne.org.uk) or sent by post to Michele Monteith,  
Towner, Devonshire Park, College Road, Eastbourne BN21 4JJ



## **BACKGROUND INFORMATION**

### **OUR MISSION**

Proud of our unique place in Eastbourne where the coast and South Downs meet, we create space for experiences that connect, challenge and inspire.

### **ABOUT TOWNER**

Collecting and exhibiting contemporary art for the past hundred years, Towner Art Gallery is a cultural charity for Eastbourne and the South East which aims to transform lives and communities through art. Led by director Joe Hill since 2018, Towner presents exhibitions of national and international importance for 150,000 visitors and participants in Eastbourne, the UK and beyond, showcasing the most exciting developments in modern and contemporary art. Towner develops and supports artistic practice, and collaborates with and for individuals, communities and organisations to deliver an associated inclusive and accessible public programme of live events, film and creative learning.

Towner's acclaimed Collection of almost 5000 works is best known for its modern British art – including the largest and most significant body of work by Eric Ravilious (1903-1942) – and a growing collection of international contemporary art.

In 2014, Towner became an independent charitable Trust, supported by a Board of Trustees, chaired by David Dimbleby. It is supported by Eastbourne Borough Council and Arts Council England through its National Portfolio Programme and we raise additional income from philanthropy and commercial activities.

This year the gallery celebrates ten years in the award-winning Towner building designed by Rick Mather Architects, which opened in 2009 after the gallery moved from its original home in Eastbourne's Old Town. Events planned to mark the anniversary include the Brewers Towner Commission by the German artist Lothar Gotz, a temporary mural on the building's exterior façade. Other highlights includes Phoebe Unwin's solo exhibition *Iris* and Dineo Seshee Bopape's solo exhibition *Sedibeng, it comes with rain*, followed by a major exhibition of the work of sculptor David Nash in the autumn. In early 2020, we bring together early work by Alan Davie and David Hockney.

## **JOB DESCRIPTION**

- JOB TITLE:** Development Manager
- CONTRACT:** Full time, permanent
- LOCATION:** Towner Art Gallery, Eastbourne
- REPORTING TO:** Director of Development
- SALARY:** £25,000 to £28,000 per annum depending on experience
- HOURS:** Full time, 37 hours per week (excluding breaks). This role will involve occasional weekend and evening work.
- PURPOSE:** Towner is seeking a Development Manager to support its Development Director in growing income from individuals, trusts and foundations and companies. The gallery has been fundraising in earnest since in 2016, and already generates a significant amount of charitable income upon which the organisation already depends. As a pre-eminent gallery on the South Coast, Towner recognises the potential to increase its philanthropic support in pursuit of its strategic goals to be a leading UK gallery with an international reputation. This new role will play an important role in helping the gallery realise its ambitions.
- This is an exciting time to join the gallery as it prepares to celebrate its centenary in 2023 with a major fundraising campaign to achieve its priorities and deliver its vision to transform lives and communities through art.
- We are seeking an individual who has experience of charity fundraising or a proven understanding of the way in which charitable organisations work. We welcome applications from those who can demonstrate they possess the required skills, abilities and experience detailed in the person specification, who have enthusiasm for Towner's mission and vision. Towner strives to be an organisation that represents a broad range of experiences and perspectives. We particularly encourage applications from groups under-represented in our workforce, including those from minority ethnic backgrounds and with disabilities.

**KEY TASKS &  
RESPONSIBILITIES:**

**Fundraising**

Research, plan and write compelling proposals for charitable trusts and foundations

Support the Director of Development in researching and drafting major strategic funding bids to statutory/charitable funders and individual donors as required

Work with the Director of Development and other colleagues to identify fundable areas of programme and activity

Assist with the identification and cultivation of prospective higher level donors to increase members of the Director's Circle and Towner Patrons through events and other engagement opportunities

Work with the Marketing team to grow Towner Members through the exhibitions programme, social media, events and reciprocal schemes with other organisations

Devise a new model of engagement with and for the local business community

Support the Director of Development in expanding Towner's networks of advocates, influencers and supporters

Assist with delivery of fundraising events and alternative models of giving e.g. crowdfunding, appeals

Assist with member and donor renewal processes

**Donor stewardship**

Ensure accurate and timely reporting to donors to secure ongoing support

Expand and deliver the stewardship programme for Director's Circle and Towner Patrons to build close ongoing relationships with Towner including dinners, receptions, talks, visits to artist

studios and collectors homes

Ensure delivery of gift and sponsorship agreements including accurate supporter acknowledgement, branded accreditation etc

### **Communication and Liaison**

Act as a front face for Towner with donors, members, prospective supporters and other key influencers and advocates ensuring high quality supporter engagement

Liaise closely with the marketing, programme and front of house colleagues to ensure high quality supporter communications and contribute to organisational communications where necessary

Assist at key gallery events where necessary for which time in lieu will be given

Assist with progress reports for the Director and Board of Trustees

Undertake any other duties required from time to time

### **Finance and Data Administration**

Assist from time to time with gift administration using the Harlequin CRM database including: processing of single gifts, pledged gifts and direct debits, recording Gift Aid declarations, conducting the bi-annual Gift Aid claim, reconciliation of income with Finance

Assist with the day-to-day management of Harlequin CRM by updating records accurately and consistently

Contribute to the professionalisation of all development processes and procedures

Ensure all fundraising activities, communications and data storage comply with current statutory regulations and best practice

Monitor development expenditure budgets and prepare income reports as necessary

**OTHER DUTIES:**

Undertake any other duty as may from time to time be required by the Director of Development

Promote equality of opportunity in service delivery in all aspects of the role in line with policies, training and procedures

Participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by Towner's activities

This job description sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

**PERSON SPECIFICATION**

<b>SKILLS / ABILITIES</b>	<b>Essential</b>	<b>Desirable</b>
Excellent verbal, written, and inter-personal skills (including diplomacy discretion tact)	x	
Excellent organisational skills, meticulous attention to detail and ability to work to deadlines	x	
Self-discipline and the ability to work on own initiative with minimal supervision	x	
Proven ability to manage and prioritise a diverse workload	x	
Proficiency with Microsoft Office systems (Word, Excel etc), email, internet	x	
<b>KNOWLEDGE</b>		
An interest in art and culture and belief in its	x	

ability to transform lives		
A good general understanding of office systems and procedures	x	
Knowledge of CRM databases		x
<b>EXPERIENCE</b>		
Familiarity with fundraising and/or membership programmes or demonstrable related skill	x	
Experience of working in a customer-service environment		x
<b>PERSONAL ATTRIBUTES AND CIRCUMSTANCES</b>		
Flexible team player, with the ability to cooperate with others and support colleagues	x	
Ability to be discrete and maintain confidentiality at all times	x	
Agreeable and confident in telephone and face to face conversations	x	
Confidence in dealing with a wide variety of people	x	
Enthusiasm for the transformative power of art and culture to benefit lives and communities	x	

