**Senior Development Manager**

**Job Description 2024**

**Title:** Senior Development Manager

**Location:** Discover Children’s Story Centre

**Reports to:** Development and Delivery Director

**Contract:** Full time, permanent **(flexible working or part time hours can also be considered)**

**Purpose**

An exciting opportunity has arisen for an experienced and successful Senior Development Manager to deliver Discover Children’s Story Centre’s trust and foundations cultivation and stewardship programme. The Senior Development Manager will work with the Development and Delivery Director to meet the annual revenue target for trust/foundation income (approx. £200k - £300k per year), and support the company’s capital fundraising campaign, *Up and Out!.* This new position will lead on writing grant applications, reporting to funders and researching prospective grant-givers. In addition, the Senior Development Manager will support the growth of Discover’s corporate fundraising plans. The successful candidate will play an integral role in Discover Children’s Story Centre’s ambitious and collaborative Development Team, which also includes the Development and Delivery Director and Development Officer.

**Key Responsibilities and Duties**

1. **Trusts, Foundations (T&F) and Grants fundraising**

Working with the Development and Delivery Director to lead on an effective strategy for charitable trusts, foundations and statutory sources:

* Grow trust and foundation income in line with the Discover’s overall objectives and plans, with a focus on medium- to large-scale trusts and foundations (in the region of £10,000 - £100,000 but opportunities may vary)
* Write revenue applications and reports, and support the Development Officer in writing applications (up to £10,000 but opportunities may vary)
* Produce excellent full cost recovery budgets, and support the Discover team to report against them
* Support the Development and Delivery Director and CEO on the *Up and Out!* Capital Campaign
* Lead on identifying new funding opportunities through research and networking, with the support of the Development Officer. Manage Discover’s trusts and foundations pipeline, keeping up-to-date records of all applications submitted and grants secured, maintain administrative systems (including use of the Spektrix CRM), and ensure all funders are thanked swiftly and appropriately
* Work with the Development and Delivery Director, CEO and Board of Trustees, as appropriate, to devise and implement approaches to key prospects
* Identify and maximise opportunities from lottery and public funds, where/if appropriate
1. **Reporting and evaluation**
* Coordinate a reporting schedule, ensuring submission to funders on time and in the format requested
* Work with Finance Team to ensure accurate financial reporting and reconciliation
* Work with the Creative Programming, Audiences and Operations Teams to gather content for funding applications and reports.
1. **Events and stewardship**
* Organise events and digital engagement to thank Trust supporters and engage prospects
* Cultivate excellent relationships with funders and prospective funders to ensure their long-term support of Discover
* Support the Development Officer in delivering other stewardship events and activity
1. **Corporate fundraising and commercial initiatives**
* Work with Development and Delivery Director to develop Discover’s corporate fundraising strategy
* Identify key opportunities to secure corporate support (including membership, sponsorship and donations - with a focus on cash supporters, not Value In Kind)
* Deliver a high standard of account management to corporate relationships. This includes delivering meticulous and engaging reports
* Work closely with the Operations Team to complement hires and commercial income in Discover’s spaces, looking at potential for cross collaboration and new philanthropic relationships with new clients
* Work with the Development and Delivery Director to investigate social investment opportunities, as appropriate
1. **Compliance**
* Ensure compliance with all legal and regulatory requirements (including data compliance and regulation)
* Keep up to date with any changes and operate in line with the codes of practice, sector best practice and industry standards
1. **General**
* Promote, maintain and work to deliver the mission and values of Discover
* Be an active and supportive member of Discover’s staff team
* Comply with all statutory requirements, particularly in respect of the Equalities Act 2010, Health & Safety regulations and Discover’s Safeguarding and Environmental Policies
* Communicate clearly and constructively with other departments.
* Keep abreast of current thinking and best practice in museum, arts and other appropriate fundraising, and help build Discover’s profile as a centre of excellence
* Perform such other duties as may be reasonably required by the Development and Delivery Director or CEO, as may be commensurate with the overall purpose of the post.

**Requirements: Person Specification**

The following skills, experience or knowledge is essential:

* Demonstrable experience of fundraising from trusts, foundations and statutory funders, ideally in the arts/heritage/cultural sector
* A proven track record of using initiative to secure major grants and donations
* Experience of producing inspiring and engaging presentations and literature for a range of stakeholders
* Excellent people skills and a willingness to assist others and collaborate in a small, ambitious and high achieving Development Team
* Excellent written and verbal communication skills, strong powers of persuasion, and the ability to represent Discover
* A professional approach, personal integrity, resilience and ability to exercise complete discretion
* An understanding of the wider UK fundraising landscape, the Code of Fundraising Practice, and a good knowledge of the EU General Data Protection Regulation (GDPR) and Data Protection Act where it relates to charity fundraising
* Highly numerate, organised, accurate and with keen attention to detail.
* Commitment to Discover’s vision and mission
* Commitment to inclusion and equality of opportunity
* Strong IT literacy, including use of cloud storage and Microsoft packages (including Excel and Word).
* A calm and positive approach with the ability to work both rigorously and flexibly under pressure

The following experience or knowledge is desirable:

* Experience of using Spektrix or other CRM databases

*This job description is a guide to the nature of the work required of this position and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may be required in future.*

**Discover’s Equal Ops statement**

We are committed to reflecting the rich diversity of London’s communities throughout our organisation and in all our activities. We show and promote a wide range of creative and cultural projects and strive to ensure that all visitors, participants, artists, and staff are treated equally whilst acknowledging and celebrating our differences. We want everyone who works at Discover to feel they belong. We welcome and encourage applications from people of all backgrounds. Anyone interested in working with us should be given fair opportunity, therefore if you require adjustments to the application or interview process, please let us know and we will endeavour to help you.

**Type of Contract**: This post is a permanent contract which is subject to a 3-month probationary period. The post holder will be required to undertake an Enhanced DBS check.

**Working Hours:** This post is advertised as a full-time contract working 5 days (35 hours) per week. However, flexible or part-time hours will be considered. There will be occasional weekend and occasional evening working for which there will be time off in lieu.

**Salary**: The salary is £40,000 pa pro rata (level commensurate with experience)

**Location**: A regular presence is required in Discover Story Centre in Stratford, East London to deliver this role effectively, with potential for a level of flexible working.

**Holidays:** 25 days pro rata plus bank holidays pro rata.

Discover’s premises are accessible.

**Closing Date:** 5pm,Sunday 3 November 2024

**Interviews:** First round interviews are planned for Monday 11 and Tuesday 12 November 2024