**Senior Development Manager (fixed term)**

**Job Description**

Discover Children’s Story Centre is the UK’s first hands-on creative literature space for children aged 0-11 years and their families / carers dedicated to generating a love of language, literature and stories.

 At the heart of Discover are two floors of magical Story World and a Story Garden – immersive, exploratory play spaces where children and their imaginations can roam. The Discover team also work alongside bestselling authors and illustrators to create temporary immersive adventures, designed to feed children’s creativity and develop their storytelling and creative writing skills and run a year-round programme of story events on and off site. The busy venue welcomes over 100,000 visitors a year including more than 300 school parties, with ancillary revenue generation from a family café, coffee shack, bookshop, birthday party offer, tenancies and space hires. Proudly rooted in Newham, East London, at least 1 in 10 of our audience's experience Discover for free and we work closely with a wide range of community partners, our children’s, family and teachers' forums to guide our work.

In 2023 we launched a new five-year strategy, ‘Stories For All’, which outlines how we want to continue to put children first, create the extraordinary, keep growing our accessibility and inclusion, play our part in protecting our planet and ensure our organisation is well run. This includes a major capital redevelopment of our site which has already delivered new infrastructure including Air Source heating and cooling, new accessible toilets, improved insulation and a giant inflatable monster on the roof. The next phase of works will take place in spring 2026 and deliver a new ground floor café, 0-2s play and inclusive vertical play galleries, enabling the venue to grow and adapt to serve the next 1 million children and families.

**Title:** Senior Development Manager

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

**Reports to:** Development and Delivery Director

**Contract:** Full-time fixed term contract ending February 2027 (flexible working or part-time hours will be considered)

**Purpose**

An exciting opportunity has arisen for an experienced and successful Senior Development Manager to deliver Discover Children’s Story Centre’s individual giving programme, and to develop and co-deliver a new corporate strategy. We have identified that there is opportunity for growth in these areas and seek to expand the capacity of the team during the Development and Delivery Director’s maternity cover period (with this fixed-term role starting before the current Development and Delivery Director goes on leave). The Senior Development Manager will work with the Development and Delivery Director, other Senior Development Manager and Development Officer to deliver and grow the annual revenue target for individual and corporate income, and support the company’s capital fundraising campaign, *Up and Out!.*

This position will lead on developing a portfolio of individual major giving and rolling out the new Story Supporter giving programme, working closely with the CEO, Development and Delivery Director and Development Officer to support this area of activity. In addition, the Senior Development Manager will support the growth of Discover’s corporate fundraising plans with the Development and Delivery Director, working alongside the other Senior Development Manager and Development Officer. This role will also support the delivery of the trusts and foundations strategy where necessary, as managed by the other Senior Development Manager and the Development and Delivery Director.

The successful candidate will play an integral role in Discover Children’s Story Centre’s ambitious and collaborative Development Team. The team includes a Development and Delivery Director (we anticipate that a maternity cover consultant for the Director role will be in place from November/December), Senior Development Manager and Development Officer.

**Key Responsibilities and Duties**

1. **Individual Giving**

Working with the Development and Delivery Director and the Development Officer to:

* Develop and deliver a portfolio of major individual supporters (£1,500+).
* Roll out the growth of the new Story Supporters individual giving programme (from £250 - £1,500).
* Lead on identifying new funding opportunities through research and networking, with the support of the Development Officer. Manage Discover’s individual pipeline, keeping up-to-date records of all approaches, maintain administrative systems (including use of the Spektrix CRM), and ensure all funders are thanked swiftly and appropriately.
* Support the Development and Delivery Director and CEO on the *Up and Out!* Capital Campaign, identifying, cultivating and securing support from individual supporters.
* Work with the Development and Delivery Director, CEO, Development Board and Board of Trustees, as appropriate, to devise and implement approaches to key prospects.
1. **Corporate fundraising and commercial initiatives**
* Work with Development and Delivery Director and other Senior Development Manager 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 rather than Value In Kind).
* Deliver a high standard of account management to corporate relationships. This includes delivering meticulous and engaging reports and the highest standard of full cost recovery budgeting.
* 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 and CEO to investigate social investment opportunities, as appropriate.
1. **Events and stewardship**
* Work with the rest of the Development team and representatives from the wider organisation, as appropriate, to organise events and digital engagement to steward individual and corporate donors, 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. **Trusts and Foundations**

Working with the Development and Delivery Director and Senior Development Manager to:

* Support the delivery of the strategy for charitable trusts, foundations and statutory sources, supporting writing bids and reports, where needed.
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.

**Person Specification**

The following skills, experience or knowledge is essential:

* Demonstrable experience of fundraising from individuals and corporates, ideally in the arts/heritage/cultural sector.
* A proven track record of using initiative to secure major gifts.
* 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

**Contract**: This post is a fixed term contract which is subject to a 2-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 to start as soon as possible in the autumn up until February 2027. 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.

**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. Discover’s venue and offices are wheelchair accessible.

**Holiday entitlement:**

25 days per annum pro rata; up to 5 days paid carers leave; an additional day’s birthday holiday is awarded after two years of service. Employees are entitled to free hot drinks from the café and discounts on food, books and retail plus 10 free tickets annually to Discover for friends and family.

**Flexibility:**

All jobs at Discover are carried out on a flexible basis, with duties and responsibilities varying from time to time to meet the needs of the organisation without changing the general character of the job or level of responsibility. We understand that work is only one part of employees lives and endeavour to ensure that this flexibility works both ways and can support you with other needs.

**Probation and notice period:**

The post is subject to a probationary period of 2 months during which notice period is 1 week on either side. Once the probationary period is complete, notice period is 2 months. The post holder will be required to undertake an Enhanced DBS check.

**Equality and diversity:**

Discover is committed to equal opportunities in employment practices and the provision of services and expects that this policy will be supported by everyone in the organisation.  We are very happy to make accommodations you require to support you in your application process, please let us know what we can do to help.