

JOB DESCRIPTION – ACTING DEVELOPMENT OFFICER (6 month fixed term post)

Purpose of role

To maintain the co-ordination and delivery of the agreed fundraising strategy.

Principle duties and responsibilities

1. Work with the Executive Director to deliver the fundraising strategy, meeting targets and devising innovative, cost effective strategies to achieve those targets
2. Manage the current schemes for individual giving to the Devon Guild, including the Patrons Scheme and Friends Scheme.
3. Manage the delivery of high quality fundraising events for potential and existing supporters of Devon Guild.
4. Research and develop opportunities to build relationships and partner with the business/corporate sector and philanthropists to support the Guild's artistic and public engagement programme ambitions.
5. Work with the exhibitions and education teams to develop projects for fundraising from Devon Guild's future programme plans, actively supporting staff to develop propositions, bids, pitches and applications.
6. Research potential trusts and foundations from online and other published sources and filter results for key prospects.
7. Supervise the production of fundraising literature in consultation with the Marketing Manager.
8. Work with the marketing team to maximise online communications related to our case for support and advocacy for the organisation.
9. Maintain accurate records of donations, sponsorships and relationships.
10. Monitor, measure, analyse and report on fundraising activity.
11. Liaise with all other staff teams to ensure the efficient and effective delivery of the fundraising programme.
12. Keep abreast of news and developments across the funding environment particularly in the arts and charity sectors

The following responsibilities are shared by all staff members of the Devon Guild:

- To work for the benefit of the whole organisation.
- To comply with all Guild policies including Equality & Diversity, Health & Safety and other policies included in the Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up to date with the activities of the organisation
- To carry out administrative tasks that arise from the job
- To undertake additional duties as may reasonably be required

PERSON SPECIFICATION – DEVELOPMENT OFFICER

Attributes	Essential	Desirable
Education/Training	Educated to degree level	Evidence of fundraising training
Knowledge/Experience	2 – 3 years' experience in fundraising across a range of areas including Individual Giving and at least one of the following: Trusts, Major Donors, Legacy, Community, or Statutory sector.	Experience working for an arts organisation
	Preparing written text for grant applications, marketing , reports or publication	Experience of cultivating and managing donations from high net worth individuals
	Experience in managing fundraising events	Evidence of attracting corporate sponsorship or building partnerships with local businesses.
	Experience of budgetary management; high level of numeracy and financial acumen	Knowledge of trusts and foundations.
	Proven ability to meet and exceed financial targets	Experience/knowledge of legacy fundraising
	Knowledge of relevant legislation, best practice and regulatory requirements	
	Knowledge of trends in charitable giving	
	Ability to use standard IT office packages	Use of databases for fundraising purposes
Personal Skills & Attributes	A passion and enthusiasm for developing contemporary crafts	
	Ability to network and work effectively with high profile supporters	
	Excellent communication and interpersonal skills	
	A methodical and focused approach, excellent organisational skills and the ability to plan and manage a variety of projects and activities to tight deadlines	