

SENIOR DEVELOPMENT MANAGER

Reports to	Head of Development
Salary	£35,000 to £40,000 per annum pro-rata, depending on experience
Hours	37.5 hours per week, 52 weeks per year
Location	Charlotte Road and other venues as required

Overall job purpose

As part of a small, dynamic team you will contribute to the planning and implementation of the School's overall fundraising strategy across all income streams; individual giving, trusts and foundations and corporate. You will have a flexible and can do attitude to support a growing organisation. Working both independently and with the Head of Development and Senior Volunteers, you will identify, cultivate, solicit and manage relationships with your own portfolio of funders and prospects.

Duties and responsibilities:

- Deliver the School's fundraising strategy, working with the Head of Development to achieve targets and grow income to the School year on year
- Grow income from new trust and foundations and support the introduction and delivery of new individual giving programmes, alongside the stewardship and retention of current supporters
- Think creatively to actively identify and secure new supporters across all of the School's programmes, and identify new streams of income
- Use written materials, phone calls & face to face meetings to cultivate potential donors
- Research and prepare imaginative, accurate and timely funding proposals and conclude each approach
- Ensure that proposals are appropriately targeted and that links with the School's trustees, other senior volunteers, staff and current supporters are maximized
- Contribute to the growth of the School's patrons and individual supporters
- Ensure that all donations and grant agreements are acknowledged and that all monies are collected in a timely way. Ensure that all funder obligations are fulfilled,

including donor acknowledgement, arranging project visits and providing clear and accurate reporting

- Assist with the recruitment, retention/renewal and ladder of giving systems, to ensure flawless donor management
- Support the School's transition to a new database (Salesforce) ensuring that fundraising records are correctly entered and maintained and to produce reports, mailings and guest lists
- Support on research and briefing profiles on donors and prospects
- Working with the Executive Director's office, deliver events and experiences that enhance the donor experience, recruit new supporters and raise funds for specific causes. This on occasion may include out of hours working
- Build professional and supportive working relationships across the Royal Drawing School and with external stakeholders
- Be proactive in developing and keeping up to date with changes to the charity sector and fundraising trends and techniques
- Carry out special projects and other tasks assigned by the Head of Development

Skills Required:

- At least 3 years' experience in a fundraising role
- Proven ability of soliciting and closing gifts of 5 figures and above
- Demonstrable success in reaching fundraising targets
- Ability to identify and initiate new funding streams
- Experience of cultivation and stewardship of individual prospects and donors
- Consistent high level of donor care and responsiveness
- First-class written and verbal communication skills, with the ability to write and present with flair and confidence
- Experience of face to face communication and negotiation skills and ability to make asks, with experience of dealing with senior level business people and major donors
- Experience of prospect tracking and managing donor pools
- Experience of a customer relationship management database
- Able to demonstrate good sector knowledge, including fundraising trends and techniques, tools and resources
- Target focussed with effective time management, prioritisation and planning skills
- Impeccable attention to detail
- Demonstrated ability to work alone as well as excellent team working skills

- Discrete, diplomatic and sensitive approach
- Reliability under pressure, organised, self-motivated, energetic and enthusiastic
- Forward thinking and able to anticipate and overcome problems
- Highly proficient Microsoft Office user

Desirable:

- Experience within an arts education organization
- Experience of working with budgets
- Interest in visual arts
- Experience of Salesforce

To apply, please send your CV and cover letter to: jobs@royaldrawingschool.org

Deadline to apply: 29th September 2019 at 11pm.