

## Job Description

<b>Job title:</b>	Senior Manager, Development
<b>Reports to:</b>	Head of Development & External Relations
<b>Direct Reports:</b>	Assistant Manager, Development
<b>Lateral relations:</b>	Programmes Manager, Communications Manager, Curator Museum Acquisitions
<b>Department:</b>	Development & External Relations
<b>Contract:</b>	Permanent full time
<b>Probationary period:</b>	3 months
<b>Notice period:</b>	3 months

### Main Objectives:

To develop strategy and manage donor-focused individual giving programmes including individual Patrons, Collections Fund Committee, legacy giving campaign and higher-level donors.

### Key Responsibilities:

Individuals:

- To oversee, with the Head of Development & External Relations the identification, cultivation and stewardship of relationships with individuals interested in and with capacity to support the charitable mission of the Contemporary Art Society.

- To develop and implement a patron and individual supporter programme to enable the CAS recruitment and cultivation strategy and to steward patrons face to face and on the phone to achieve strategic goals.
- To actively recruit patrons at CAS events and through one-to-one solicitation meetings.
- To work with the Programmes Curator to devise a dynamic and attractive programme offer, and to ensure take up and smooth delivery of events e.g. Frieze London tours, studio and exhibition visits, and overseas trips.
- To represent the CAS Development team at events and be a persuasive and effective ambassador at all times.
- To work with Head of Development to manage the Development Board to support the work of the CAS; particularly the day to day management of committee meetings and cultivation events.
- To manage the strategy for legacy giving via our Future Fund.

#### Financials:

- To oversee, manage and develop individual giving initiatives in accordance with agreed financial and strategic targets.
- To work to targets and manage individual event budgets.

#### Trusts and Foundations:

- To assist the Head of Development and External Relations with research and identification of potential trusts and foundations to approach for funding

#### Line Management:

- To oversee the Assistant Manager, Development in their delivery of the Patron programmes and their stewardship of the Patrons and individual donors.
- To oversee the Assistant Manager in their management of Collections Fund Committee.

#### Best Practice:

- Maintaining a professional awareness of sector trends and developments and implement changes and improvements to the service and delivery as appropriate. To be aware and ensure compliance with guidance around use of personal data, financial details and financial transactions.

#### External Relations:

- Establish the Patron communication strategy and schedule including monthly bulletins, social media activity, patron newsletter in collaboration with the Communications Manager.

#### Other:

- To undertake other duties that may be required from time to time related to the efficient running and marketing of Contemporary Art Society's patronage and individual giving, including the Artist's Tables. Act as Development advocate with all colleagues across the organisation to maximise collaborative opportunities.

#### Person Specification:

The Senior Manager, Development will be confident, highly organised, personable and a strong and clear communicator both orally and in writing. S/he will have highly developed administrative skills and will work efficiently and with a high degree of accuracy. S/he will have:

- At least 5 years' experience of Major Gifts/Patrons.
- Excellent interpersonal skills and good verbal communication skills.
- Close attention to detail and a high degree of accuracy.
- Good team-working skills.
- Strong organisational skills and a flair for developing efficient methods of storing and retrieving information.
- An active interest in and confidence in talking about contemporary art.