

INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

Job Title:	Development Co-ordinator
Reporting to:	Head of Development
Contract:	Permanent, Full time (including occasional evening and weekend work as required)
Location:	London

PURPOSE OF THE ROLE

For 75 years, the ICA has used its buildings and platform to celebrate the arts, influence culture, and bring people together to share radically progressive ideas. As we face some of the most complex ecological, economic and social-justice challenges ever seen, both nationally and globally, the ICA's critical approach is needed more than ever. Over seven decades, the ICA has staged numerous ground-breaking exhibitions, legendary concerts, and its cinema continues to be a major voice in independent film. Today, our programme – across exhibitions, performance, cinema and film, theatre, music, architecture, design – is dedicated to issues of racial justice, social justice, and the championing of voices at the forefront of progressive culture.

ABOUT THE ROLE

This is a fantastic opportunity for within the ICA's Development Team with particular responsibility for managing the team's administration, supporting the Head of Development on the day-to-day management of the Friends Scheme, as well as leading on the planning and co-ordination of the Friends events programme.

The post holder will manage the administration of the ICA's Friends Scheme, conceive, co-ordinate and oversee the delivery of an exciting programme of Friends' events. The post holder will also support the Head of Development and Identify and research new sources of income from Trusts and Foundations and high net worth individuals

KEY TASKS AND RESPONSIBILITIES

- Work with the Head of Development to manage all the administration relating to the Development department
- Manage the administration of the ICA's Friends Scheme (a tiered, three-level, regular giving scheme) including: requesting donations from confirmed supporters, ensuring that all money raised is acknowledged in writing; updating the Finance team of all payments and pledges; keeping track of expiring memberships and preparing renewal letters.

- Conceive, co-ordinate and oversee the delivery of an exciting programme of Friends' events
- Identify and research new sources of income from Trusts and Foundations and high net worth individuals.
- Support the Head of Development on providing high quality stewardship for existing Friends' and donors
- Ensure all donors are credited in line with their requirements and keep track of application, reporting and grant draw down deadlines
- Work with the Head of Development on the preparation of reports to funders
- Propose creative ways to engage existing donors and supporters and work closely with the rest of the Development team on managing these relationships
- Coordinate regular communication for supporters including email updates and complimentary tickets for the ICA programme
- Maximise participation in and income from the Gift Aid programme
- Undertake any other duties as may be reasonably requested by the Head of Development

PERSON SPECIFICATION

Essential Criteria

- An interest in and knowledge of the contemporary arts and culture scene
- Experience of working in a fundraising team, ideally within a cultural setting
- Experience of stewarding supporters to ensure repeat donations
- Experience of planning events
- Excellent organisational and administrative skills in order to ensure good record keeping and the smooth running of the Development Department
- High level of tact and diplomacy to work well with donors and staff at all levels
- Excellent written and verbal communication skills with the ability to support the team with preparing high quality reports and proposals
- Good financial acumen in order to prepare budgets for reports, and to work with the Finance team on tracking donations
- Excellent understanding of GDPR and fundraising compliance
- Some flexibility on working hours, willing to work occasional evenings and weekends for which TOIL can be claimed, subject to approval.
- Experience of using a fundraising database such as Raisers' Edge, Spektrix or Tessitura

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department and the ICA.

Job descriptions are reviewed regularly and at least prior to the annual appraisal, if applicable to ensure they are an accurate representation of the post.

The Institute of Contemporary Arts is committed to up-holding the Equality Act 2010 and encouraging equality and diversity within our workforce and all opportunities provided by the ICA.

We encourage applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We actively encourage BAME and disabled applicants and value the positive impact that difference has on our teams. Whilst some of our offices

have barriers to access, we are taking steps to resolve these, and in the meantime continue to encourage interest from applicants who require reasonable adjustments within the workplace.

I have read and understood and accept the responsibilities listed in this Job Description and that the ICA reserves the right to vary these duties as described at any point in time, to keep in pace with the changing needs of the organization.

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Employee

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Date