

JOB DESCRIPTION

JOB TITLE : Development Officer
REPORTS TO : Head of Development
DATE JD PREPARED : 21 June 2010

JOB PURPOSE

To support the Head of Development in all aspects of capital and revenue fundraising, specifically:

- preparing approaches to potential funders
- compiling lists of prospect supporters
- progress tracking and keeping excellent records
- gift processing and donor stewardship
- assisting with the development and management of supporter groups

DIMENSIONS

STAFF

Occasional management of interns

RESOURCES

Access to Development Office database and records

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

KNOWLEDGE

- Thorough understanding of fundraising from trusts and foundations and other private sources
- Good grounding in donor stewardship, and gift processing, including Gift Aid claims
- Awareness of the workings of supporter groups and corporate giving, as well as major donor motivation
- Understanding of the current issues and opportunities facing fundraising for the visual arts and/or museums

SKILLS / ATTRIBUTES

- Outstanding written communication abilities with a keen eye for detail, in order to produce concise, well-reasoned and targeted funding proposals
- Excellent organisational, time-management and administrative skills to support the attainment of fundraising targets, and the delivery of top-notch donor events and first-

class stewardship

- Strong planning and prioritising skills in order to effectively manage a busy workload
- Strong interpersonal skills with an ability to cultivate and sustain relationships with funding bodies as well as individual supporters, in order to secure repeat support
- Good research skills to inform and tailor funding proposals and approaches to charitable trusts, individuals and corporates
- Ability to work well as part of a team and on own initiative
- Positive, flexible and proactive approach
- Good computer skills with a knowledge of Windows applications, databases, etc.
- An interest and commitment to the work of The Hepworth Wakefield

EXPERIENCE

- Two years' experience gained within a fundraising environment
- Successful track-record of working with and securing gifts from funders, preferably trusts and foundations
- Utilising information management systems
- Maintaining relationships with high-level volunteers and supporters

KEY RESULT AREAS

1. As directed by the Head of Development, implementing effective fundraising plans to secure funding from a wide range of private sources including charitable trusts and foundations, individuals and companies.
2. Securing grants from trusts and foundations to support the capital and revenue projects of The Hepworth Wakefield including:
 - effectively researching the most appropriate funder(s) for each project
 - establishing relationships with trust and foundation staff in order to maximise funding opportunities and successes
 - writing well-crafted and compelling cases for need
 - efficiently tracking and coordinating all approaches
 - reporting back to donor organisations in a timely manner
3. Identifying and researching new funding opportunities; producing and coordinating accurate and informative lists of potential funders of all types; utilising information systems to capture intelligence and track the progress of this activity
4. Supporting the Head of Development in monitoring, planning and evaluating all fundraising activity by effectively and efficiently utilising information management systems and databases
5. Delivering impeccably organised and well-executed high-level cultivation events to support the overall fundraising strategy as designed by the Head of Development
6. Producing attractive and informative communication and marketing material to support fundraising activity
7. Ensuring the efficient processing of all gifts received, submitting Gift Aid claims and keeping clear and auditable records of such, in order to follow best practice as well as complying with HMRC and Charity Commission regulations
8. Delivering outstanding stewardship to recognise and meet the needs of our supporters, adhering to best practice throughout
9. Producing briefings for the Director, the Chair, Trustees, advocates and other senior

staff in advance of donor/prospect meetings

10. With the Head of Development, developing and implementing an attractive and competitive offer for dedicated supporter groups
11. Supporting the Head of Development by liaising with donors, senior volunteers and Trustees by letter, phone and email; arranging meetings; and responding to enquiries
12. Supporting the Head of Development in all aspects of the management of The Hepworth Wakefield Trust and/or development committee to most effectively use the time, energies and contacts of these senior volunteers

COMMUNICATIONS AND WORKING RELATIONSHIPS

OPERATIONAL

- Colleagues from the Collections and Exhibitions, Learning, Marketing and Communications, and Operations teams, as well as the PA the Director
- Interns on a short-term and occasional basis

MANAGEMENT

- Members of the Senior Management Team

EXTERNAL

- Key contacts from charitable trusts and foundations
- Individual donors, prospective donors and sponsors
- Suppliers of catering and event resources, both internally and externally
- The Chair and Trustees of The Hepworth Wakefield Trust and other senior volunteers