

STUDIO VOLTAIRE

Dear Applicant

Thank you for your interest in applying for the position of Development Manager at Studio Voltaire.

This pack contains a job description, person specification and an introduction to Studio Voltaire.

To apply for this role:

1. Please download and complete the application form and email it to jobs@studiovoltaire.org.
2. Please complete the Equality and Diversity Monitoring Form by clicking [here](#). The form is completely anonymous.

If you would like to apply for this role in another format, or if you have any access requirements and would like to discuss how we can best support you through your application process, please contact us on info@studiovoltaire.org.

The deadline for applications is 10am on Friday 3 December 2021.

Interviews for shortlisted candidates will be held w/c 13 December 2021.

Best wishes

Niamh Conneely
Head of Development, Studio Voltaire

Development Manager Job Description

Summary

The Development Manager – a new strategic role within the organisation – works closely alongside Studio Voltaire’s Head of Development to develop and deliver the organisation’s fundraising strategies, optimising income generation via individuals, sponsors, supporters and partners.

Employer: Studio Voltaire Ltd
Job Title: Development Manager
Responsible to: Head of Development

Contract: 2 years (fixed term) with potential renewal
Probation period: 2 months
Notice period: 6 months (probation notice period is 1 month)

Hours of work: Full time (Monday–Friday, 10am–6pm), occasional weekend/evening working.
No overtime but time off in lieu.

Salary: £28,000

Benefits: 28 days (pro rata) of annual leave, plus UK public holidays
Employer pension contribution of 5%
Training opportunities
Discounts at House of Voltaire

Place of employment: Studio Voltaire, 1A Nelsons Row, London SW4 7JR

Principle Duties and Responsibilities:

Individual Giving

- Develop and implement a robust individual giving strategy, to increase the supporter base of the organisation.

- Plan, deliver and host an engaging programme of one-of-a-kind cultivation events for individuals and groups, including artist's studio visits, private dinners, collection tours and bespoke outings.
- Effectively manage and administer Studio Voltaire's Benefactors Scheme, including donor correspondence, renewals, database management and gift aid claims.
- Be responsible for the effective management of all donor records - maintaining a unified system, including data input, gift tracking, management reporting and prospect management.
- Support the Head of Development to ensure all donations are reviewed in accordance with Studio Voltaire's Donations Policy, including undertaking all donor screenings, to enable Studio Voltaire to maximise its income from fundraising to achieve its charitable aims, while at all times acting ethically and with due diligence.
- Build long-term relationships with supporters ensuring they are fully engaged with the organisation, maintaining regular contact including one to one engagement and regular correspondence.
- Manage all enquiries on individual giving.
- Manage all Benefactor literature, with guidance from the Head of Development, both in print and digitally, including supporter lists and accreditations.

Fundraising and Partnerships

- Support the Head of Development in identifying, researching and engaging new sponsors, partners and collaborators for exhibitions, projects and core funding, including producing proposals.
- Support the Head of Development with key relationships with sponsors, partners and funders, ensuring mutually beneficial partnerships are maintained.
- Prepare presentations and approaches to potential sponsors, partners and funders.
- Undertake and present relevant research into new fundraising initiatives.
- Actively engage with and participate in contemporary art, design and cultural events. Attend regular openings and events to represent Studio Voltaire – networking with collectors, funders, sponsors and other institutions to develop working relationships beneficial to Studio Voltaire.
- Plan and deliver an engaging programme of cultivation events for partners and sponsors.
- Produce reports and analysis for the Head of Development and other senior staff as required.
- Attend meetings where appropriate.

- Manage all crediting requests and reporting information.

Financial and Administrative

- Manage day-to-day financial administration of Development budgets and accounts, including issuing donation requests, sending donation receipts, compiling GiftAid submissions and reporting.
- Work with the Head of Development to review targets and performance throughout the financial year, managing regular target tracking, reports and updates.
- Support the Head of Development to manage Development expenditure, ensuring cost effective spending and financial control.
- Prepare meeting agendas and reporting, including researching and writing briefing notes as required.
- Contributing to Studio Voltaire's annual review, business plan and board reports.

Other

- Supporting other members of staff during key moments when required.
- Liaising with Trustees and advisors as appropriate.
- Participates in regular staff meetings and training.
- Demonstrates a commitment to Studio Voltaire's Equality and Ethics Policy.
- Adheres to Studio Voltaire's policies and procedures.

Person Specification

We are keen to ensure that our team is diverse to benefit from a wide range of backgrounds, perspectives and styles of thinking and working.

We strongly welcome applications from people who have been typically excluded from contemporary art including those with Black, Asian and minority ethnic heritage, those who are facing barriers due to difficult socioeconomic circumstances, disabled people and those who identify as Lesbian, Gay, Bisexual, Transgender, Queer or Intersex.

Essential Skills and Attributes

- Proven ability and experience in developing and delivering robust fundraising strategies.
- Proven experience in engaged relationships with benefactors, partners and sponsors.
- Knowledge of the UK funding system, especially individual giving, partnerships and sponsorship.
- A flexible and self-motivated approach to working and experience of multi-tasking including an ability to prioritise and plan.
- An energetic, highly motivated and enthusiastic team player with a desire to further develop a career in Development in the contemporary art world through contributing to Studio Voltaire's continued success.
- Demonstrable and informed interest in contemporary art and visual culture, with a particular knowledge of the contemporary art world in London and internationally, and Studio Voltaire's particular role within it
- Excellent verbal and written communication skills with meticulous attention to detail
- Experience in financial management and control systems
- Experience of producing events, e.g. dinners, tours, private views, fundraising events etc.
- The ability to forge mutually respectful and effective working relationships with a diverse group of personalities

Desired skills

It will be considered an advantage if you can demonstrate:

- Good IT skills, particularly in Excel, GSuite and InDesign.

Equal Opportunities

Studio Voltaire will not discriminate against eligible applications on the grounds of gender, marital status, race, nationality, ethnic background, national origin, religion, disability or age.

Please Note

Due to limited resources, applicants not shortlisted for interviews will not be informed.

Any offer of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service.

If you need a work permit to work in the UK, you will be asked to provide us with documentary evidence prior to taking up employment.

About Studio Voltaire

Studio Voltaire is one of the UK's leading not-for-profit arts organisations and plays a unique role in the UK arts ecology by supporting diverse artistic talent to take risks and realise ambition.

We have developed ambitious programmes that support a diversity of contemporary art practice, encouraging access and participation from a wide range of audiences. We have an outstanding track record of supporting artists at a pivotal stage in their careers, particularly with emerging and under-represented practices. Placing great emphasis on risk-taking and experimentation, our pioneering programmes have gained an international reputation.

The core strands to our artistic programme are:

- Studios & Residencies
- Exhibitions
- Participation, Learning & Offsite

Studio Voltaire's key artistic aims are to:

- Support artists, offering significant opportunities for emerging and under-represented practices. We recognise that artists require time, care and resources to create ambitious work on their own terms.
- Commit to being more inclusive, creating opportunities for wider access and engagement. We strive for fairer representation across the organisation and its work.
- Seek to challenge hierarchies between exhibition making, commissioning and education. We work for parity between our programmes, establishing an experimental working model which allows programmes to dovetail and coalesce.
- Be a porous organisation and ensure audiences and partners have agency to meaningfully engage with our spaces and programmes, whether as visitors, collaborators or participants.
- Be a site of production and an essential artist community and resource in South London. We offer a unique environment for risk-taking,

experimentation, knowledge exchange and critical thinking for artists and audiences.

Studio Voltaire has recently completed a transformative £2.8 million capital project, to create more artists' studios, renovated exhibition space and new public spaces, including a dedicated learning and events space, public garden, café and the first-ever permanent House of Voltaire, our celebrated art and design shop. This transformative redevelopment is the most ambitious transition in our 27-year history.

Studio Voltaire is a registered charity and part of Arts Council England's National Portfolio. All our exhibitions, participatory, learning and studio programmes, as well as 88% of all overheads, are fundraised for in their entirety through the patronage of individuals, sponsorship, trading and funding from charitable trusts and foundations.

You can view Studio Voltaire's accounts and annual returns on the Charity Commission's website here: <https://tinyurl.com/4xjy7saa>

Read more at studiovoltaire.org/about

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