

Trusts and Foundations Manager

One year contract

Part-time: 2 days per week

Responsible to: Head of Development and Communications

Responsible for: N/A



House of Illustration is a registered charity and the UK's only public gallery dedicated solely to illustration and graphic art. Founded by Sir Quentin Blake it opened in July 2014 in King's Cross, London. Its exhibition programme explores both historic and contemporary illustration and the work of defining and emerging illustrators, amplified by a pioneering learning programme and a vibrant programme of talks and events. House of Illustration is the only UK gallery commissioning illustration for public display and runs the UK's only residency for illustrators and graphic artists.

We curate nine exhibitions per year, including new commissions, in our three gallery spaces. We support emerging and early career talent via our annual Illustrator in Residence programme and run an extensive learning programme for schools, families, teachers and people of all ages delivered by professional illustrators. House of Illustration raises over 40% of its annual income from fundraising, with support from a range of trusts and foundations, individuals and companies for all aspects of its work.

About the role

We are looking for an experienced and highly motivated fundraiser to join us as our Trusts and Foundations Manager. The role will involve working to raise money from trusts and foundations for House of Illustration's year-round work. The post is part-time (15 hours per week) and we are open to flexible working with the time spread over more than 2 days per week. The job is based at our offices in Granary Square (north of Kings Cross and St Pancras).

The successful candidate will have at least two years' trusts and foundations fundraising experience and a proven track record of personally securing significant grants. They will be able to demonstrate outstanding research, networking and communication skills and will be able to work to tight deadlines as part of a collaborative team.

Key responsibilities

- Research and identify new trusts and foundations supporters
- Work collaboratively with the House of Illustration team to develop, write and deliver compelling funding proposals for priority activities and potential new areas for funding
- Develop and maintain existing and new relationships with trusts and foundations ensuring a high-level of stewardship
- Ensure that all required reporting is planned for and delivered on time and that all funders are acknowledged appropriately
- Keep up to date with developments, news and trends within the trusts and foundations sector, maintaining a record of existing and potential funders
- Develop and maintain efficient systems to ensure all correspondence, documents and activity related to trusts and foundations funders/prospects is

- recorded via our CRM system (Salesforce)
- Adhere to best practice in all aspects of fundraising activity and ensure appropriate policies and practices are followed
- Any other duties appropriate to the post as directed by the Head of Development and Communications

Knowledge, skills and experience

Essential

- At least two years' trusts and foundations fundraising experience in an arts, higher education or charity environment
- Excellent verbal and written communication skills
- Proven track record of developing, writing and pitching successful funding bids to trusts and foundations, ideally for arts-based projects
- A detailed knowledge of trusts and foundations funding, timescales and reporting requirements
- Strong networking skills and the ability to build relationships with potential funders, together with donor care
- Proven ability to organise and administer, prioritising tasks and working to tight deadlines
- Enthusiasm for illustration and graphic arts

Desirable

- Experience of using a CRM database

Terms and conditions

Salary

£28,000 pa pro-rata for 2 days per week

Reporting structure

This post will report to the Head of Development and Communications

Outline conditions of service

This is a 12-month appointment in the first instance with the possibility of extension. There will be a three-month probationary period for this position.

Hours

Working hours are 15 hours per week with flexible working a possibility.

Job location

The job will be based at House of Illustration, 2 Granary Square, London, N1C 4BH

Holiday entitlement

Annual holiday entitlement is 25 days per annum (pro-rata) plus public holidays

How to apply

To apply please send the following to **jobs@houseofillustration.org.uk** with the email subject: Trusts and Foundations Manager

- A covering letter no longer than two sides of A4 indicating how your skills and experience match the job specifications
- Your CV
- Contact details of two referees
- A Monitoring Form, which will not be seen by the shortlisters or interviewers

Closing date

The closing date for applications is **5pm on Thursday 6 September 2018**. Interviews will be held on **13 and 14 September 2018**.

Equal opportunities

We shortlist candidates for interview name-blind.

We will be offering guaranteed interviews for disabled* applicants and those from BAME backgrounds who meet the essential criteria on the job description. Please indicate on your Monitoring Form whether you agree to a guaranteed interview using this criteria.

*Definition of disability under the Equality Act 2010

You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

If you have any questions about this role please email jobs@houseofillustration.org.uk