

# Job Information Pack

Job title: Development Manager

Team: Fundraising

Location: Central London

Reference: FR1809



**Development Manager**  
**£35-40,000 (dependent on experience)**  
**Fixed 6-month contract**  
**Full time (part-time considered)**  
**Shoreditch, London, E1**

From the first mark on a cave wall to the first footsteps on the Moon, our greatest developments have begun with leaps of someone's imagination.

The Institute of Imagination (iOi) is creating a new kind of space for imaginations to grow. A world-class cultural destination in London that puts children at its heart. And a place for families to make, play, create and explore together.

An inspirational and diverse Board of Trustees and Advisory Board support us, and our enviable list of Patrons is packed with world-renowned experts and advisers. We are now looking for a motivated, proactive and imaginative Development Manager to join us.

Could it be you?

You will be part of a growing and ambitious team and will be joining at a time when you will be able to help shape the organisation's future growth and development, as we continue to build our programmes and move towards announcing the site for the iOi campus.

Reporting to the Head of Development, you will work alongside two experienced Development Managers and a Development Assistant. You will also work closely with the Director of Development and Communications to secure funds for our ambitious £42m capital campaign due to launch shortly.

You would take the lead on building a pipeline of major donor individuals, corporates, trusts and foundations. You will be comfortable and skilled at creating high impact proposals and delivering pitches face to face with donors. You would also work on projects that cross the organisation, from events to communications.

This is an exciting opportunity for a highly skilled, ambitious fundraiser with the drive to work in an innovative, integrated and forward-looking charity. You may be looking for the next step in your career or be looking to gain experience in working on a high-profile capital campaign.

If you are adept at building relationships, proactive in your approach, highly organised and able to balance a diverse workload, have excellent communication skills, and can use your imagination then we'd love to hear from you.

## **Institute of Imagination Development Manager Job Description**

### **Context and background**

Every child is born with the capability to imagine – bursting with curiosity, wonder and an unquenchable thirst for knowledge. But children today have less time and space than ever to flex their imaginations.

The Institute of Imagination (iOi) is creating a new kind of space for imaginations to grow. A world-class cultural destination in London that puts children at its heart. And a place for families to make, play, create and explore together.

To bring the Institute of Imagination to life, we're working with experts, teachers, parents and – most important of all – children. All united by the belief that imagination matters.

Our current focus is on delivering our Imagination Lab programmes – outreach activities in schools, communities and from a fixed semi-permanent Lab space on Albert Embankment – in addition to our primary goal of delivering the iOi campus.

We have a strong core team (see <http://www.ioi.london/people-category/delivery-team/> for details) and are now seeking to build our fundraising team to ensure we are able to secure the funds needed to deliver our ambitious goals for children and their families.

### **Job Purpose – why do we need you?**

- Work with the Development team to develop the capital campaign strategy and prospect pipeline, taking on key capital prospects and delivering six figure gifts for the campaign.
- Support the Head of Development and Development Director to deliver seven figure donations to the capital campaign.

### **Key internal relationships – who will you be working with?**

- Reports to the Head of Development.
- Work alongside the Director of Development and Communications, two part-time Development Managers and a Development Assistant.
- Support provided by the Team Operations Manager and Team Operations Assistant.
- Liaison with the CEO, Director of Experience and Learning, Head of Marketing and Communications, and Director of Finance and Enterprise as appropriate.

### **Key external relationships – which relationships will you manage?**

- Donors/potential donors, both individuals and organisations.
- Donor intermediaries – Family Offices, Family Office Service Providers, Philanthropic Offices at major Banks.
- Partner organisations.

- Fundraising volunteers.
- Fundraising consultants/freelancers.
- Suppliers.

### **Main responsibilities - what will you do day to day?**

1. Build positive relationships with key individuals (donors, individual prospects, fundraising volunteers, trust Board members/administrators, influencers etc.), vitally getting out to as many meetings as possible each week.
2. Create engaging and effective communications (proposals, mailings, applications, pitches etc.).
3. Contribute to development of the capital campaign, develop and manage a major gift prospect pipeline, and secure pledged and actual income against the campaign gift table.
4. Identify potential new and repeat supporters through independent research and conversations with Trustees and fundraising volunteers, and proactively identify new income opportunities, including innovative new models and approaches.
5. Carry out in-depth prospect research to support approaches.
6. Maintain and manage records that relate to donor relationships and provide financial reporting and other management information on a timely basis (using the Salesforce based database).
7. Act as the key contact for relevant suppliers, ensuring appropriate agreements are in place and that goods/services are delivered as agreed.
8. Contribute to cross-organisation projects, such as event planning or partnership development.

### **Person specification – what are we looking for?**

#### Essential

1. Proven ability to build, manage and develop effective relationships. This will include a highly developed ability to successfully negotiate with others to achieve desired outcomes.
2. A demonstrable and thorough knowledge and track record of success in securing £50,000+ gifts (from planning to securing funding to stewardship).
3. Proven ability to demonstrate initiative and creativity to achieve desired outcomes.
4. Proven ability to deliver income against agreed targets.
5. Excellent written and verbal communication skills and ability to tailor your approach to your audience, including a demonstrable record of success in writing trust applications or corporate partnership proposals.
6. Project management skills and proven ability to organise and plan own workload, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives.
7. Ability to record, interpret, analyse and present financial data clearly and accurately.
8. Understanding of the fundraising marketplace and current trends across the sector.

9. A demonstrable interest in the children's development and a passion for the mission of the Institute of Imagination.
10. Proficiency in using a Fundraising CRM package and Windows based software packages including Word and Excel.

#### Desirable

11. Experience of delivering a capital appeal.
12. Experience of fundraising in the Cultural, Arts or Heritage sector.
13. Good knowledge of UK charitable giving and taxation law as it applies to fundraising.
14. Experience of managing large-scale applications to Government and statutory funding bodies.

#### How to apply

Complete an application form and equality monitoring form and send to Kathryn Wilson, [Kathryn.wilson@ioi.london](mailto:Kathryn.wilson@ioi.london) or Institute of Imagination, Second Home, 68 Hanbury Street, E1 5JL.

Deadline for applications is Monday 24 September, midday.

#### Interviews

Interviews will take place on Tuesday 2 October with the potential for second round interviews.

#### Terms and conditions of employment, including benefits

- £35-40,000 per annum dependent on experience (pro-rated for part time)
- Fixed six-month contract
- To be based at office in Second Home, Shoreditch, which comes with many membership benefits including a wellbeing programme and weekly drinks
- Childcare voucher scheme
- Annual leave entitlement: 28 working days per annum (pro-rated for part time)
- Part of the workplace pension auto enrolment scheme
- Employee assistance programme

