

THE TETLEY



Development Manager

Contract 24 hours per week

Salary £30,000 - £32,000 pro rata depending on experience (£18,000 to £19,200 per annum)

Deadline Monday 4 July, 10am

Application Pack

Thank you for your interest in the post of Development Manager at The Tetley. In this application pack you will find details of how to apply, job description, person specification and background information on The Tetley.

Introduction

The Tetley is seeking an experienced and skilled fundraiser to join the team as we embark on a capital development project and secure our position as Leeds' centre for contemporary art. The post will lead the development and delivery of The Tetley's fundraising and development strategy and support fundraising for programme and capital development, with a particular focus on trusts and foundations.

The Tetley has already developed an impressive track record in its first 9 years. Joining Arts Council England's National Portfolio in 2108, The Tetley has received international coverage of its artistic programme, with Turner Prize winner Tai Shani nominated for her exhibition at The Tetley, and won awards for its participation work with young people and communities in Leeds.

The Tetley is at the heart of the major South Bank development. Over the next few years the area will be transformed, doubling the size of Leeds' city centre and creating a new park and community living and working around The Tetley. Our mission to create accessible, environmentally sound, flexible and fit-for-purpose galleries, learning and event spaces, is supported with Capital Investment from Arts Council England. The Development Manager will play a significant role in helping to secure a sustainable future and continue to develop and ensure financial health for the organisation.

The Tetley recognises, respects and values people's differences. We aim to create a workplace where diversity is valued and conditions support an individual's needs, where we devise and deliver a programme that champions diverse voices and which supports individuals who may have faced barriers to developing their creative practice, and where we work to transform inequities in our sector and in the communities we serve.

We understand that if The Tetley is to achieve these goals, our staff, trustees and the practitioners we work with need to reflect the diversity of Leeds, and to understand the interests and cultures of the individuals and communities who live here.

Our jobs are open to all and we particularly welcome applications from disabled people, and people of South Asian heritage, as they are currently under-represented at The Tetley.

For the purposes of this application pack, 'The Tetley' and 'the organisation' refer to Project Space Leeds (known as PSL) a registered charity and company limited by guarantee.

How to Apply

To apply for the post please send a CV (maximum of 3 sides of A4) and a covering letter (maximum 2 sides of A4), stating why you are interested in the position and how your skills and experience relates to the post. Please also include the names and contact details of 2 referees.

Please also complete our online Equal Opportunities survey for this post at this [link](#).

Please email applications with the subject of Development Manager, confirming you have completed the Equal Opportunities survey, to: recruitment@thetetley.org.

Deadline for applications is **Monday 4 July, 10am**.

Access

We are committed to making our opportunities accessible to all and supporting those facing barriers to apply or to work at The Tetley. If you would like to have an informal conversation about the role and any access requirements – please contact bryony.bond@thetetley.org.

Selection Process

Applications will be scored against how the applicant meets our required skills & experience (see below). The selection panel is:

- Bryony Bond (Director)
- Jonathan Straight (Trustee)
- David Ward (Trustee)

Shortlisted candidates will be informed by **Thursday 7 July** and invited for interview by the above panel on Zoom on **Thursday 14 July**.

Job description

Development Manager

24 hours per week

Salary £30,000 to 32,000 pro rata depending on experience (£18,000 to £19,200 per annum)

Holidays: 20 days holiday including public holidays

Reports to: Director

Purpose of role

The Development Manager oversees fundraising at The Tetley with a particular focus on Trusts and Foundations.

Key Tasks and Responsibilities

Fundraising & Reporting

- Lead the development, implementation and delivery of The Tetley's Fundraising and Development strategy, setting fundraising targets with the Director to ensure that The Tetley retains a strong financial position at all times.
- Research and identify sources of funding from a broad range of avenues with a particular focus on trusts & foundations, but also including private/corporate sector, individual giving, charities and the public sector.
- Monitor fundraising KPIs and maintain an up-to-date log of all development activity.
- Lead on data collection, qualitative evaluation and updates, to ensure necessary information to report to funders is being accurately recorded and captured.
- Ensure supporters are credited appropriately in print, digital, internal and external signage.
- Enable the Board of Trustees of the Charity and trading subsidiary to support the organisation in fundraising by establishing clear actions and providing the necessary supporting information.
- Ensure Salesforce is updated with prospects and donors. Work with the Director and Trustees, to oversee the cultivation and development of private donors.
- Work across The Tetley team to ensure effective 'ask' engagement with all visitors.
- Ensure adherence to the Code of Fundraising

General

- Advocate for and promote The Tetley
- Attend staff meetings, report on relevant areas of work and disseminate information as required.
- Attend off site meetings as required.
- Work as part of the office team to offer general office support
- Ensure that all policies and procedures, such as health and safety, equal opportunities, GDPR and safe-guarding are adhered to.
- Evening and weekend work will be required, for which time off in lieu will be given.
- Participate in staff team activities and training.
- Undertake other duties as may be required to ensure the smooth running of The Tetley.

Personal Specification

Essential

1. At least five years' experience of working in development roles.
2. Track record of success with trusts and foundations, securing both core and project specific funding and unrestricted and restricted funds.
3. Experience of working in an organisation receiving public and/or trust funding.
4. Experience of reporting to trusts and foundations.
5. Ability to write clear and compelling text. Excellent communication skills.
6. Highly-organised self-starter with the ability to work flexibly and as part of a team.
7. Excellent project planning and time management skills.
8. Ability to work calmly under pressure and to manage multiple priorities and deadlines.
9. Commitment to equity, diversity and inclusion.
10. Commitment to culture and widening its audiences.

Desirable

1. Experience of working with contemporary art, with an understanding of and a strong commitment to art and the work of galleries.
2. Experience of Capital Development projects and fundraising for them.