



JOB DESCRIPTION

Position: Development Officer

Reports to: Gallery Manager and Corn Exchange Head of Development

Hours: Part-time, 18 hours per week (3 days a week)

Salary: £25,500 per annum pro rata

Contract: Fixed term 1 year

Location: Office based - Corn Exchange Trust's office in Newbury town centre and occasionally at The Base Greenham

Holiday entitlement: 20 days per annum, rising by one day per year to a maximum of 25 days

Job purpose:

The Development Officer is a part-time role at The Base focussing on researching and submitting funding applications to charitable trusts and foundations to support the organisation's work.

The Base is a purpose-built visual arts and craft venue comprising of a 110sqm gallery, artists' studios and a workshop space for participatory classes. We present a varied programme of high-quality touring exhibitions alongside work by local artists. Our 8 resident visual artists and crafts makers work across a variety of mediums and their studios are available for visitors to access in order to see the creative process. We want to continue developing our funded schools and young people's engagement work and this role will be pivotal in helping that to happen.

Key accountabilities:

DEVELOPMENT

- To support the Gallery Manager to deliver the fundraising strategy for The Base
- To ensure a co-ordinated and consistent approach to fundraising, supported closely by the Head of Development at the Corn Exchange
- To identify relevant funding opportunities, supported closely by the Corn Exchange Fundraising and Research Officer
- Work with the Gallery Manager to ensure the effective communication of all The Base's fundraising activities, with particular focus on internal communications
- To ensure all fundraising at the Base is delivered in line with the Institute of Fundraising's Code of Fundraising Practice and all statutory and financial regulations

TRUSTS AND FOUNDATIONS

- To identify and research both potential and existing Trusts and Foundations to apply to, with key emphasis on applications to support core costs and the learning and schools programme of work at The Base
- To build strong relations with local trusts, foundations and corporate partners
- To write and submit compelling funding applications, working to targets to maximise success
- To support and oversee the collation of monitoring information and evaluation for Trusts and Foundations to ensure timely reporting
- To ensure all staff are aware of the evaluation requirements for grants and funding agreements
- To ensure the finance team are aware of successful funding, payments and terms
- To ensure all research is collected and stored in accordance with all relevant data protection and privacy regulations

DATA

- To maintain, supported by the Corn Exchange Development team, the trusts and foundation pipeline as a reporting and prospect management tool, ensuring compliance with all relevant data protection and privacy regulations
- To oversee all donor and prospect information for The Base, ensuring that comprehensive and accurate records are maintained
- To prepare reports and monitoring and evaluation data for the Board, senior management and funders as required

INDIVIDUAL GIVING

- To support, where possible and as required, strategies for maximising donations from individuals including contactless donations, bucket collections, point of sale donations and gift aid claims

OTHER

- Act at all times as an advocate for The Base and its activities representing the organisation at all levels
- To demonstrate a commitment to The Base's core values
- To publicly represent The Base (and the Corn Exchange Trust where applicable) in a prepared and professional manner, and to maintain The Base confidentiality at all times
- To create a friendly and welcoming atmosphere for users of The Base, and its associated venues
- To work evenings and weekends as necessary (these are occasional and agreed in advance)
- To undertake any other duties which may reasonably be requested

Please note that this is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

PERSON SPECIFICATION

We are seeking a self-starter with great motivation and energy. Key to this role is excellent organisation and great written and verbal communication skills. You will be really good at managing your time and have an open and constructive attitude to all areas of visual arts.

Essential Skills

- Excellent communication skills
- Excellent interpersonal skills
- Good time management and organisational skills
- Ability to take initiative and enjoy working to deadlines
- Enthusiastic, proactive and adaptable
- Ability to write creatively with excellent grammar and syntax

Additional Benefits

- 10% discount in Honesty at The Base café
- 20% discount in Corn Exchange and Old Library café and bars
- Free theatre, film and exhibition tickets for The Base & the Corn Exchange
- Free parking
- A day off for your birthday
- A day off for Wellbeing activity

We offer training to our staff members to help them develop and progress and have a strong focus on wellbeing within the organisation. There is the opportunity to join one of the Corn Exchange's staff working groups – Environmental Action, Equality & Diversity, Fundraising, and Wellbeing.