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| Job Title: | Assistant Manager, Development |
| Reports To: | Development Manager and Head of Philanthropy |
| Department: | Development and External Relations |
| Lateral Relationships: | Administrator, Communications Co-ordinator |
| Subordinates: | None |

About Contemporary Art Society:

Founded in 1910, the Contemporary Art Society (CAS) is a national charity that purchases and gifts the greatest work by living artists to public collections across the UK, so that audiences across the country are able to connect with the art of their time. Twenty-one million people currently visit our Member Museums each year. In the past 100 years we have gifted approximately 12,000 works to public collections, from Picasso, Bacon, Hepworth and Moore in their day, through to the influential artists of our times such as Helen Marten, Mike Nelson, Laure Prouvost and Hito Steyerl. We are an Arts Council England National Portfolio Organisation and fundraise from Individual and Corporate Patrons, as well as Trusts and Foundations in order to fund our mission. More information can be found at www.contemporaryartsociety.org.

Main Objectives:

This is a full-time opportunity for an arts or fundraising professional with relevant experience to play a key role in the Development and External Relations team at the Contemporary Art Society. The Assistant Manager, Development will support all areas of the Development and External Relations team, including Individual Patrons, Corporate Patronage, Fundraising Events and Trusts & Foundations fundraising. They will also play a lead role in facilitating events across our VIP and corporate programmes.

Key Responsibilities:

Individual Patrons:

- To ensure exemplary stewardship of CAS Individual Patron schemes, including acting as the first point of contact, taking RSVPs and arranging art fair passes
- To oversee the delivery of the Patron events programme, including running orders, briefing notes, catering, event check-in and set up, organising transport, and ensuring all parties are sent the required information

- To assist the Development Manager with renewal management, tracking correspondence, preparing and sending out information and renewal packs to Patrons to ensure maximum donor retention
- To assist the Development Manager with the identification, cultivation, stewardship and tracking of Patron prospects
- To organise the logistics of the Patrons' international and regional UK trips, including drafting budgets, researching and booking hotels and restaurants, ensuring Patron sign ups and working with external tour operators.
- To process Patrons payments, monitor and update budgets and check that income and expenditure is correctly recorded, including on the donor database
- To maintain Patrons postal and email communications and manage Patron updates for the website and social media
- Database administration, tracking Gift Aid information and carrying out due diligence research
- Design and create the quarterly Patrons' Events Programme and event menus in InDesign

Fundraising Events:

- To manage the delivery of the Artist's Table fundraising dinners including processing ticket sales, marketing, logistics, budgeting, edition production and processing sales, set-up, and take down of event assisted by volunteers
- To work with event committees, trustees and senior volunteers on the delivery of fundraising events

Corporate Patrons:

- To assist the development and stewardship of Corporate Patrons through mailings, taking RSVPs and acknowledgements
- To assist the Head of Philanthropy with drafting contracts for new Corporate Patrons and ensuring invoices are raised in a timely manner
- To assist in arranging of meetings with corporates as directed by the Head of Philanthropy

General:

- To coordinate the day-to-day administration of the Development department
- To coordinate with the Digital Department and Development Manager to ensure Development presence through website and social media
- To maintain the database for the Development department
- To maintain accurate financial records across all areas of the team's activities
- To maintain working knowledge of best practice in the sector, including Gift Aid, patrons schemes and GDPR
- Other duties may be assigned as necessary.
- To represent the Development Team at CAS Green Team meetings

Personal Specification:

The Assistant Manager, Development will play an integral role within our team in the preparation, communication and delivery of an exclusive programme for Individual Patrons and Corporate Patrons of the Contemporary Art Society. The position requires a dynamic, organised individual with the ability to work across the different strands of Development, efficiently and effectively, with exceptional interpersonal and administrative skills. The candidate will ideally have an interest and knowledge of art.

Required skills and experience:

- 2 years relevant experience in an arts organisation.
- Educated to degree level or above.
- Excellent organisational and administrative skills.
- Exceptional time management skills and the ability to multi-task and manage competing priorities.
- Well-developed communication skills, both verbal and written.
- Good financial skills, including ability to set and track budgets.
- Excellent interpersonal and relationship building skills, and ability to maintain effective working relations with a broad range of people both internally and externally.
- Proactive and able to work autonomously when necessary
- Interest and experience in managing and coordinating meeting calendars, restaurant and hotel bookings and the coordination of events for VIPs.
- Excellent IT skills, including the use of word processing, Excel, database and e-mail applications.
- Excellent team working skills.
- The confidence and self-motivation to support all aspects of the Development and External Relations team.

- Ability to work flexible hours from time to time in response to changing priorities and to assist with events in the evening and weekends when required. A time off in lieu policy is operated.

Desired Experience:

- Demonstrated experience in aspects of programming, client development, fundraising and communications.
- A good knowledge of and interest in contemporary visual art and artists.
- Interest in travel and arrangements.
- Understanding of the aims and ethos of the Contemporary Art Society.
- Working knowledge of InDesign