

JOB DESCRIPTION

Job Title:	Head of Grants, Trusts and Foundations
Department:	Development
Main Purpose of the Job:	Develop and implement a fundraising strategy to maximise the income of the Serpentine Galleries from Arts Council England, charitable trusts, foundations, embassies and cultural institutes and any other statutory sources.
Reports to:	Director of Development
Responsible for:	Grants, Trusts & Foundations Executive
Liaises with:	All levels of contact, internal and external.

MAIN DUTIES:

Strategy

- Work closely with the Director of Development and the fundraising team to contribute to the preparation of the overall Development Strategy, with a particular emphasis on the Grants, Trusts and Foundations aspects of the strategy.
- Take specific responsibility for the implementation of and reporting on the Grants, Trusts and Foundations Fundraising Strategy.
- Work independently and with staff to make approaches to charitable trusts, embassies and cultural institutes and statutory sources, in line with the agreed strategy.
- Liaise closely with the Head of Individual Giving and Head of Major Gifts and Programmes Fundraising to identify and approach trusts and foundations where giving is personally driven, in order to maximise gift potential.
- Keep abreast of research and current government/similar policy/opinion relevant to fundraising within the arts in the UK and in Europe.

Funding Applications

- Prepare all Arts Council England and other statutory funding bids (including Big Lottery Fund and Heritage Lottery Fund), liaising closely with the Director of Development, Chief Operating Officer, Artistic Director and other senior staff.
- Ensure that the Serpentine is compliant with funders' requirements and policies with particular reference to the Equality Action Plan, Disability Action Plan and protection of Children Policy.
- Put in place systems and processes for the identification, research and cultivation of the widest possible range of appropriate charitable trusts and foundations.
- Prepare appropriately tailored proposals and applications to maximise the income from charitable trusts, foundations, embassies and cultural institutes.
- Achieve the targeted level of income for charitable trusts and foundations, embassies and cultural institutes and statutory fundraising.

Reporting and Record Keeping

- Prepare research and briefing materials for use by the Director of Development, Chief Operating Officer, Artistic Director and other senior staff in approaches to charitable trusts and foundations.

- Write the required reports for major funders and oversee submission of reports to trust and statutory funders on the outcomes of the supported projects and how the funds were utilised.

Relationship Management

- Maintain ongoing relationships with Arts Council England as well as national and local government bodies.
- Manage all aspects of the relationship with actual and potential trust donors, embassies and cultural institutes.
- Keep accurate records of Grants, Trusts and Foundations income stream pledges, actual gifts and relationships.
- Arrange meetings for trust, foundation, embassy or cultural institute donors and potential donors to attend projects and meet project staff.
- Ensure that all gifts and their allocations are recorded accurately on the database and that donors are thanked appropriately and acknowledged according to the level of their gift and its allocation.
- Manage and organise cultivation events for Grants, Trusts and Foundations donors and prospects, as required.
- Represent the Serpentine at events and those hosted by others.
- Undertake any other duties as may be reasonably required by the post.

Line management

- Lead, manage, motivate and develop the Grants, Trusts & Foundations Executive.

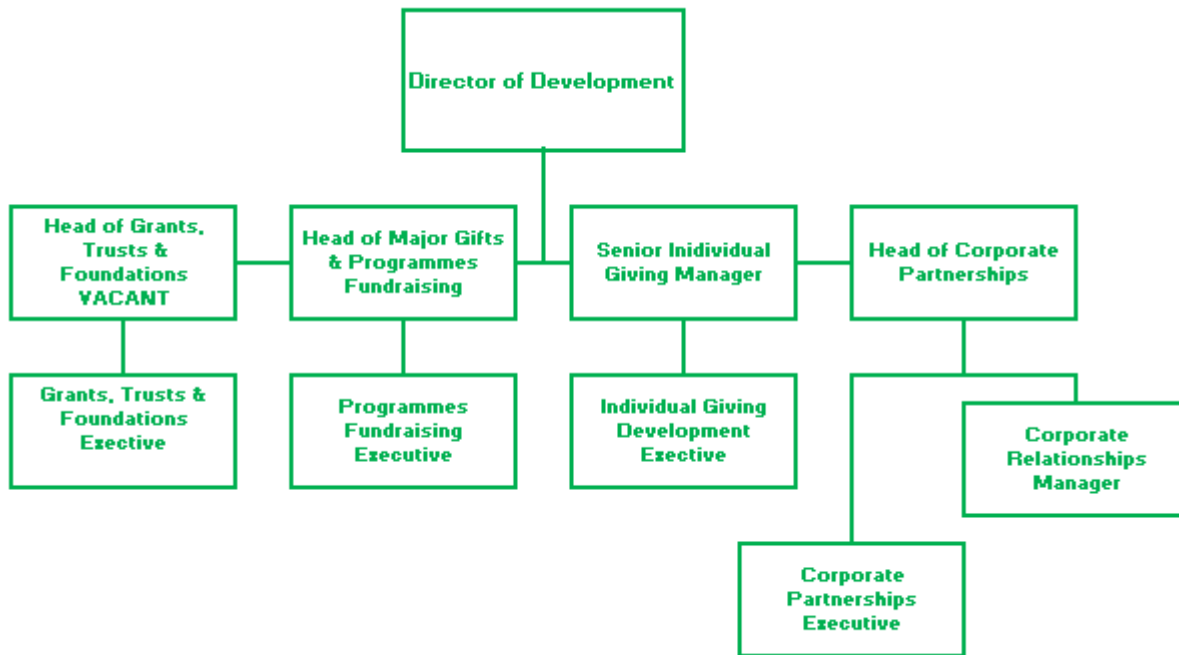
PERSON SPECIFICATION

Essential

- Proven track record in fundraising from trusts, foundations and other grant-giving bodies.
- Extensive experience of drafting well written, successful and persuasive funding bids, evaluation reports and project budgets.
- In-depth knowledge and experience of public sector and charity fundraising, including government and Lottery priorities and policies, and arts and voluntary sector funding and investment.
- Exceptional advocacy skills, with a proven track record of working at the highest level.
- Excellent interpersonal, negotiation and presentation skills in order to be able to deal with donors and negotiate gifts at a high level.
- A flexible and credible team player, with the ability to prioritise, meet tight deadlines and work under pressure within a busy office environment.
- Sophisticated and discreet approach in order to gain the confidence of those they deal with and experience of supporting and dealing with people at the highest levels.
- Mature approach and credible in order to gain the confidence of all those they deal with.
- Meticulous attention to detail.
- Experience of the arts.

This job description is a guide to the nature of the work required of the *Head of Grants, Funds and Foundations* and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and does not preclude change or development which may be required in the future.

REPORTING STRUCTURE



GENERAL INFORMATION

Salary

The salary is competitive and dependent on skills, experience and qualifications.

Hours

Normal office working hours are 10am to 6pm, Monday to Friday although the jobholder will be expected, within reason, to work such hours outside these periods as are necessary for the proper fulfilment of the role.

Duration of Appointment

This is a permanent position.

Annual Leave

The annual leave entitlement is 22 days per annum pro rata rising to 27 days after 5 years' service. In addition, staff receive 8 Bank Holidays per annum.

Probation

All appointments are subject to a three month probationary period.

Pension

Participation in the Serpentine's pension scheme, where employee contributions are matched up to a maximum of 3%.

Other Benefits

Other benefits are available upon successful completion of the probationary.

Closing Date

The closing date for completed applications is **Friday 22 September 2017**.