

## Job Profile

<b>Job Title:</b>	Development Officer
<b>Working Hours:</b>	Full time, 40 hours per week (including a one-hour lunch break)
<b>Contract:</b>	Permanent full-time
<b>Department:</b>	Development & Marketing Team
<b>Reports to:</b>	Senior Development Manager
<b>Salary:</b>	£26,000
<b>Location:</b>	Wac Arts (Camden) & homeworking

## About Wac Arts

Wac Arts is a vibrant charity, committed to removing barriers to participation in the arts. Our Arts Programme provides high-quality affordable, accessible creative classes and workshops designed for, by and with children and young people. Founded in 1974, Wac Arts has a rich London legacy, having nurtured more than 30,000 children and young people as they explore their creativity and develop skills.

## Job Description

The Development Officer supports Wac Arts' continued growth by working to maximise the charities fundraised income. The role reports and works collaboratively with the Senior Development Manager, as part of a small, dynamic Development and Communications team.

The role works across all development income streams, with a focus on Trusts and Foundations. It is a varied hands-on role, ideal for someone who is a good communicator, is organised, and enjoys working with people.

Experience of fundraising would be advantageous, but candidates with experience of working in external facing roles in a results-driven environments (e.g. sales, marketing, recruitment) should apply. Above all a passion for the arts and supporting young people is key.

## Summary of Key Responsibilities

- a) Support the development of compelling and engaging funding proposals and impact reports.
- b) Identify opportunities for growth, create detailed research.
- c) Managing relationships with Trusts, Foundations, donors and supporters.
- d) Maintaining appropriate and accurate records for contact with donors and prospects; financial reporting and evaluation purposes.
- e) Support the delivery of events.
- f) Develop and maintain good working relationships across the organisation, as well as with key external stakeholders (including Individuals, Trusts, Foundations and Corporate contacts).
- g) Contribute to wider Development activity such as annual planning, to support the team's overall success.

## **Personal Specification**

Candidates will ideally possess and be able to demonstrate all or most of the following:

### **Skills**

- A well organised, methodical approach with fantastic attention to detail.
- Ability to work on own initiative, independently and as part of a wider team.
- Track record of effective time-management to deliver tasks to competing deadlines.
- Ability to work calmly under pressure and manage conflicting priorities in a busy and vibrant workplace.
- Exceptional communication skills (both written and verbal).
- Able to build and maintain good relationships with people at all levels.
- Ability to write persuasively.

### **Experience & Knowledge**

- Experience providing excellent customer care and quality of service.
- Experience of fundraising or a comparable function.
- Experience of Trust and Foundation Fundraising or knowledge of key processes.
- Experience of working with non-fundraising colleagues to strengthen fundraising activity.
- Good grounding in proposal, copy writing or similar; prospect research, solicitation and stewardship of organisational donors and funders.
- Good general IT skills (including MS Excel, Word, Outlook, Teams).
- Excellent file and document management skills.
- Knowledge of fundraising laws and regulations in relation to data protection and compliance.
- Knowledge of the Institute of Fundraising Code of Practice.
- Understanding of the current charitable giving trends in the UK.

### **Attitude and approach**

- Interest in, combined with the ability to communicate enthusiasm for Wac Arts' work and ethos.
- Collaborative.
- Approachable, personable and confident manner.
- High levels of personal and professional organisation, integrity, discretion and confidentiality.
- Flexibility to adjust to change and development.

### **Other useful skills, experience and attributes**

- Good working knowledge of Salesforce or equivalent CRM.
- Experience of working in the arts, cultural, youth or charitable sectors.
- Understanding of major gifts or corporate fundraising.

This role requires proof of eligibility to work in the UK and an enhanced DBS clearance, which we will arrange for the successful candidate

The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager &/or senior members of staff. Due to the nature of the role, there is a requirement to carry out some work during out of office hours. This work is to be arranged in accordance with procedures.

## **Equality**

As an equal opportunities employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.