

HEAD OF DEVELOPMENT

October 2022



HASTINGS
CONTEMPORARY



INTRODUCTION

"The opening of Hastings Contemporary marks a new chapter for a gallery that has already made a big impact in the life of the town and has won a reputation for presenting exciting shows in its award-winning building."

Nicholas Serota, Chair, Arts Council England

Thank you for your interest in Hastings Contemporary and our new Head of Development position. We are a beacon for modern and contemporary art, celebrating the creative and social power of the visual arts both in our community in Hastings and across the South East.

We are looking for someone who shares our passion – for what the visual arts can do for a community such as Hastings – and can communicate what we do to others in our immediate development priority of individual philanthropy. More broadly you will be able to structure and drive our relationships with trusts and foundations, an area where we are already successful. Longer term our ambition is that development will be a driver of our ambition and you will build a team around you to support that ambition.

Our Head of Development role is one that will see you work very closely with our Director (Chief Executive and Artistic Director) and other senior staff, many of whom have driven our success in funding with trust and statutory sources. You will also be supported by our growing group of trustees who bring both local and diverse representation, and wealth networks to our organisation.

ABOUT HASTINGS CONTEMPORARY

Hastings Contemporary is a national beacon for modern and contemporary art in the South East of England. We explore and celebrate the creative and social power of visual arts, with a particular focus on the immediate community we serve in Hastings. Our high-quality community work is informed by the artistic excellence of our exhibitions programme; we have a reputation for hosting world-class exhibitions and for showcasing emerging and overlooked artistic talent from the UK and around the world.

Through a culture of reciprocity, we have a distinctive voice in the sector and work closely with artistic communities to maintain an on-the-ground knowledge of new talent which feeds into our programme.

As well as our exhibitions programme, we nurture creative relationships with artists and our community in Hastings. We offer a welcoming space for families to explore our exhibitions, and quiet spaces for creativity for those who have a range of access needs including neurodivergence; we facilitate workshops and courses to energise both people locally and from further afield to get creative and to gain skills and knowledge to pursue careers in the arts. A holistic approach to the experience of art is something we strive to deliver through our work with in the community outside our gallery walls, in hospices, dementia groups and neurodivergent communities, as well as with carers and families.



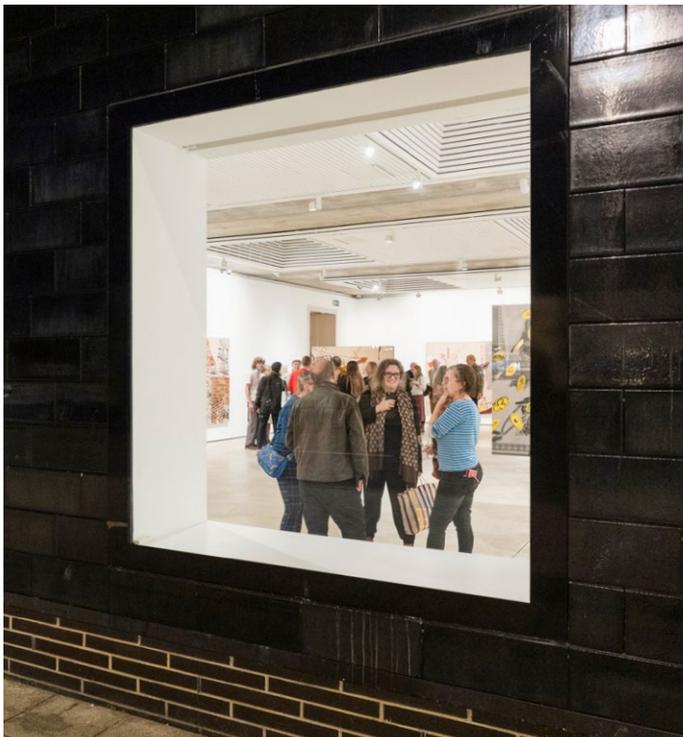
DEVELOPMENT AT HASTINGS CONTEMPORARY

The new position of Head of Development will inherit an already strong development function that to date has been driven by a range of senior team members and trustees.

Our Director has nurtured excellent relationships with our local council and has been successful in engaging with the Levelling Up agenda and the associated funding available. We have been an Arts Council England's National Portfolio Organisation since 2018 and are confident of that continuing, with a potential uplift in funding recognising the important function we have in effecting social change through creativity in our local community.

In recent years our senior team, with support from external consultants, has become adept at identifying and approaching trusts and foundations to support our work, with a growing portfolio of multi-year funding relationships already in place. We have not yet fully leveraged the potential for support in this area, but have a well-developed Case for Support, Theory of Change and creative and social impact plans that will facilitate a growing number of future applications. In this sense, development is part of everyone's role at Hastings Contemporary. We have also sought to develop our retail income through our café and the sale of art works, and have explored wider commercial income generation plans.

The biggest opportunity for this role, however, lies in the potential for growth in individual philanthropy. At present we have a growing lower-level patrons scheme, led by audience development. With a growing trustee body and networks, our foremost opportunity for income growth is through individual philanthropy. This will capitalise on our strong presence locally across the Hastings/St Leonards-on-Sea and wider Sussex communities as well as our ability to engage with the London and international visual art world.



THE ROLE AND WHO WE ARE LOOKING FOR

The Head of Development is a new position that will sit as part of our Senior Management team, driving new philanthropic income and bringing structure and momentum to our existing strengths in trust and foundation income. We anticipate that the Head of Development will also be supported by our external consultant, at least in the short term.

The first priority for the Head of Development will be to engage with the whole organisation, including senior colleagues and trustees, to leverage our networks to drive individual philanthropy. This will be done through identifying and planning approaches to individuals with our trustees, and, particularly where a potential philanthropist is also an art collector, utilising our Director to build relationships. The Head of Development will also create and deliver engaging and distinctive events around our programme and around major visual art events in London.

They will also capitalise on the work done with Trusts and Foundations by the Senior Management Team and our Director, building on their expertise in creating applications, and building structure and momentum to further grow this area of income.

In time they will also grow the development function, building the team and its scope. Our initial ambition for new philanthropic income is around £300k per year, but we are looking for an individual who can grow with the role so that development is the driver behind our ambitions.

The Head of Development will be someone with a proven ability to grow funding from individual philanthropists in a cultural or social impact setting. You will have a passion for the visual arts and the role they play in social change, and an existing knowledge of or ability to develop your understanding of contemporary art to better engage with and involve your senior colleagues in conversation with funders.

While trusts and foundations may not have played a major role in your career to date, you will have an understanding of this funding landscape, and the ability to work with colleagues to create and deliver applications and build the structure in which to do so.

Most importantly, we are looking for someone who, as stated above, has the capacity to grow our development function. This may well be your first Head of Development role, but you will be someone with the ambition, drive and foresight to grow the position and function beyond our immediate aims.

MAIN DUTIES

- With senior colleagues, build a fundraising plan and strategy that enables Hastings Contemporary's creative and social impact ambitions encompassing individual philanthropy and trust and foundation support, responding to and contributing to wider organisational strategy
- Create and implement a plan and programme to generate funding from individual philanthropists, engaging with colleagues and trustees to leverage networks
- Create and deliver engaging events that enable individual philanthropy both at the gallery, in and around Hastings and around major visual art events in London
- Provide a framework to ensure that Hastings Contemporary's Director and other senior ambassadors are engaged with individual philanthropy to best effect
- Oversee the work of the Audience Development Manager in their day to day management of the gallery's current membership scheme
- With senior Operations and Partnerships and Engagement colleagues, coordinate and manage trust and foundation applications, ensuring that both planned project and unrestricted funding is prioritised, while being alive to other project opportunities as they arise
- Support senior Operations colleagues and the Director in managing Hastings Contemporary's relationship with Arts Council England
- Be aware of opportunities to engage with corporate supporters and work closely with the Communications Manager to deliver those that arise
- Reporting to the trustees on development activity and income, including attending board meetings where required
- In time, grow the Development function at Hastings Contemporary in line with philanthropic funding growth, including recruiting new colleagues

PERSON SPECIFICATION

As outlined above, we are looking for an individual who has successful experience in individual philanthropy and associated events, a passion for the visual arts and the social impact it can bring, and is ready to lead and grow our development function.

As part of that readiness to lead and grow development at Hastings Contemporary, you will have the ability to build strong, robust fundraising plans, which will include our approaches to trust and foundations.

Most importantly, you will be someone who is an outstanding communicator in person and writing, who can engage our supporters with our programme and our passion for the visual arts and the creative and social impact it brings.

The attributes we are looking for in the Head of Development are:

- A passion for and ability to communicate the visual arts to a wide range of stakeholders
- Experience in individual philanthropy in the cultural or social impact sectors, including building relationships with major donors
- Excellent written communication skills, particularly in creating compelling approaches to major donors

- An understanding of wider organisational strategy and how development plans are both derived from and contribute to wider business planning
- A collegiate and collaborative approach to working with senior colleagues and trustees
- An understanding of the wider cultural funding landscape, particularly as regards trusts and foundations

EQUALITY AND DIVERSITY

Hastings Contemporary is committed to equality of opportunity in all its activities and employment practices. We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and influence and develop our working practice.

We would be particularly interested in hearing from candidates who reflect the wider community of Hastings, particularly those who have lived or professional experience of the socio-economic issues that affect our community. We will take positive action around this by guaranteeing an interview to any applicant currently resident or in employment in Hastings (borough/town) who has this experience combined with demonstrable knowledge of one of the areas outlined in the candidate specification above.



TERMS AND CONDITIONS

Line Manager:
Director

Contract:
Permanent

Working hours:
Full time position (40 hrs per week) with normal office working hours (or alternative hours by negotiation and in consideration of any caring responsibilities). The role will require flexibility in your approach to working hours to achieve the objectives of the position, including attendance at Hastings Contemporary events at evenings and occasional weekends in both Hastings and its surrounds and London as necessary. Time off in lieu is given for working at events at weekends and bank holidays.

Location:
Hastings Contemporary, Rock A Nore Road, Hastings, TN34 3DW. Hybrid office and home working, anticipated in the immediate term to be 2-3 days in the office per week and the rest working from home, which may vary according to meetings and events.

Salary:
£45,000 per annum

Pension:
All staff who meet the qualifying conditions are eligible for Auto Enrolment Pension scheme after three months of completion of continuous employment based on the deferment scheduled which will be outlined in the pension policy.

Benefits:
A 24/7 Employee Assistance Programme service available to all members of staff. Discounts in the café and shop.

Annual leave:
Your annual paid holiday entitlement is 33 days holiday (pro rata) p.a. including Bank Holidays. The holiday year runs from 1st January.

Notice Period:
Three months' notice after a probationary period of 6 months during which time the notice period is eight weeks.

HOW TO APPLY

To apply for the position of Head of Development at Hastings Contemporary, please send a supporting statement outlining why you want to work for Hastings Contemporary and how you meet the person specification, and your CV to: victoria@achates.org.uk.

Your supporting statement should not include your name, the names of any employers or educational establishments you have attended. Your CV can include your academic and professional qualifications but not where you achieved them.

When forming our shortlist for interview, all applications will be considered anonymously, using only your supporting statement. Our selection panel will only have access to your CV once you have been invited to interview.

We will guarantee first round interviews to candidates who identify as D/deaf or Disabled, have a long term health condition and/or who identify as having a Working Class background, who are currently under-represented in our organisation and in the contemporary arts world, and have experience in an individual philanthropy role in the cultural sector. If you regard yourself as someone who meets these criteria, please indicate this in your supporting statement.

If you would like an informal conversation about this role, please contact Matthew Swann at Achates Recruits, who are supporting us in the recruitment of this role, at matthew@achates.org.uk. These conversations will not influence our selection process.

Closing date for applications:
10.00am Friday 25 November 2022

Interviews:
First round interviews will take place online on 29 November to 1 December 2022 with our Director and our external fundraising consultant.

The second interview will take place in the week commencing 5 December 2022. One of our trustees will also attend, and the interview will involve a short presentation, an opportunity to tour our building and an informal conversation with the other members of our Senior Management Team.

If you require any of this information in an alternative format (e.g. Microsoft Word) then please email: matthew@achates.org.uk