

JENCKS FOUNDATION

at The Cosmic House, 19 Lansdowne Walk, London W11 3AH
+44 (0)20 7243 4412 jencksfoundation.org

ADVANCEMENT MANAGER JOB DESCRIPTION

Salary: £40,000 - £45,000 (pro rata)

Contract: 18-month fixed term & 3-month probationary period

Reports to: Director

Responsible for: Currently no direct line report. May have line report to advancement research intern in the future

Location: Holland Park, London

Hours: 10am-6pm - 4 days a week (3 days would be considered for the right of candidate)

Some flexibility required with start and finishing times to meet the needs of development events schedule, some evening working this time will be offered as Time Off in Lieu.

Closing date: 10am Monday 17th March

First round interviews: Thursday 20th / Friday 21st March

How to apply: Please send your current CV and a cover letter to info@thecosmichouse.org with a subject line *Advancement Manager*.

ABOUT THE COSMIC HOUSE

We are a laboratory of Post-Modern culture that frames architecture in its most universal context, to understand how the man-made is an expression of our cosmic existence.

The Jencks Foundation opened The Cosmic House to the public for the first time in September 2021. The foundation acts as a cultural laboratory to promote critical experimentation in historical and artistic research. Our programme is organized around an annual theme and developed through an exhibition, new commissions, residencies, salons and seminars, which, in turn, feed the foundation's future public programme.

In 2025, the implementation of our new development strategy signals a pivotal new phase for The Cosmic House, focusing on the development of engaging patrons and building strong relationships with trusts and foundations to create sustainable income streams for our future work. This

is a key position within the foundation and one that will ensure that The Cosmic House continues its important work while securing the resources necessary to thrive in the future.

JOB DESCRIPTION

Working in a dynamic small team, you will have a proactive and can-do attitude. You will manage, develop, engage and grow a portfolio of high-level prospects, inspiring new donors and demonstrating how their support will make a difference to our work. You will be responsible for implementing the delivery of an inventive donor engagement programme, working in collaboration with the Director, Keeper of Meaning and Board of Trustees. As the Manager of Advancement will be responsible for ensuring the engagement programme aligns with key The Cosmic House's values and stands out from other not-for-profit donor schemes.

The nature of the role requires regular face to face meetings with potential donors and funding partners in London and potentially beyond, and attendance at events during evenings and weekends is a regular part of the job.

Strategic Planning

- Work with the Director, Deputy Director to implement our fundraising strategy and maximise fundraising income from individuals, trusts and foundations and corporate sponsors.
- Ensure revenue targets are successfully delivered and weekly updates on progress are shared with The Cosmic House's leadership.
- Work closely with the Director, Deputy Director and other colleagues to identify new funding opportunities.
- Work with the Director and Deputy Director to identify and develop potential corporate sponsorship and other business partnerships where appropriate.
- Evaluate the effectiveness of the overall fundraising strategy, reporting back to the Director, Deputy Director and board and updating forecasts quarterly.
- As an experienced fundraising/business development professional, actively contribute to the wider business development of The Cosmic House.
- Oversee the production and submission of high-quality competitive proposals, programme plans for corporate sponsorship and partnership, trusts and foundation opportunities, which can generate specified commercial returns and cultural relations impact
- Ensure timely and appropriate input from all necessary internal stakeholders and external advisors.
- Ensure compliance with due diligence and anti-money laundering best practice.

Individual Giving

- Manage and expand The Cosmic House private patrons' schemes, working to agreed targets.
- Manage and develop existing relationships with individual donors, including an effective stewardship process with the Director and members of the Board of Trustees.
- Identify and research potential donors at all levels and implement and deliver an effective cultivation plan for each new donor.
- Plan and manage the delivery of events for high-level donors - including events, dinners and overseas trips - and other donor events as appropriate.
- Work closely with the Director and Deputy Director Department to identify new opportunities for project-specific and education fundraising.
- Create opportunities for the Trustees, Steering Group, Director and other key contacts that develop new and existing networks and ideas that strengthen individual giving.
- Ensure donors and funders at every level feel appreciated, thanked and engaged
- Collate informative commercial data, to enable informed and effective funding development planning, forecasting and performance monitoring
- Manage donations, accreditation and implement an effective data-management system to track donors engagement and gifts.
- Act as an advocate for The Cosmic House within the donor community

Trusts and Foundations

- Work with the boarder Cosmic House team to research, identify and prepare applications to trusts and foundations, with a particular focus on educational and programme elements.
- With the Director and Deputy Director develop relationships with policy makers and decision makers to ensure that The Cosmic House is putting together meaningful propositions and achieves a high success rate in its applications to secure funds in support to The Cosmic House priorities.
- Work with the Director and Deputy Director to create coherent funding packages for revenue funding from small to large applications. Maintain excellent relations with key stakeholders and existing funders ensure all reporting obligations are fulfilled, and attend regulate update meetings developing strong links between finders and the centre.

Corporate Members and Project Partners

- Research and identify potential corporate partners to support The Cosmic House on an annual basis and partners who may wish to align with special projects or programme strands.

- Lead on the cultivation and stewardship of relationships with senior corporate clients for programme partnership support and special projects, ensuring compliance with The Cosmic House's Ethics and Due Diligence Protocols
- Ensure timely and appropriate input from all necessary internal stakeholders and other advisors. Ensure compliance with agreed internal governance, review and sign-off arrangements.
- Work with the Directors and the representatives from the Board of Trustees to cultivate and steward relationships with corporate partners
- Work closely with the Deputy Director on the production and submission of high-quality competitive proposals, programme plans for corporate partnership opportunities which can generate specified commercial returns and impact on the advancement of The Cosmic House.
- Manage Senior Corporate stakeholders, ensuring all the benefits and accreditation offered are delivered in a timely manner and to the partners' satisfaction.

Administration, Systems and Infrastructure

- Work with the Deputy Director to:
- Ensure administrative duties relating to all patron groups, trust and foundation grants and corporate support are delivered effectively managed and on budget
- Maintain up-to-date records of correspondence and ensure high standards of data capture are developed and maintained including giving history, relationships, contacts, etc.
- Ensure all accreditation is appropriately applied to each new project and approved in writing by the supporter.
- Maintain high standards of financial record keeping including Gift Aid declarations, storage of personal data in accordance with the Data Protection Act and other relevant legislation and best practice.
- Maintain up-to-date records for reporting purposes and management accounts.
- Ensure compliance with the Fundraising Regulator's Code of Fundraising Practice and The Cosmic House Donation Policy.

Essential Experience

- A track record of at least 3 years successful fundraising experience in a broad range of funding areas.
- Implementing and evaluating a development strategy to secure income to support the advancement of The Cosmic House
- Managing a patrons' scheme
- Managing a corporate membership scheme, planned for year two of the development strategy
- Preparing and managing budgets

- Proven success in fundraising from philanthropists, trusts and foundations and corporate partners
- Planning and managing all donor events and partnership benefit delivery

Essential Skills and Knowledge

- Understanding of best practice in fundraising standards
- Effective researcher of potential sources of funding
- Highly effective administrative, organisational and project management skills, the ability to prioritise and meet deadlines
- Very strong presentation and written skills
- Knowledge of and passion for culture

Desirable Experience

- Working within either the arts / architecture sector
- Working with a Board of Trustees
- Managing staff

And other aspect of the role considered reasonable