

Quentin Blake Centre for Illustration

Job Pack: Philanthropy Manager

Contract: Permanent contract
Full time, 0.8 or job-share

Pay: £32,000-£38,000 pro rata
depending on experience

Reports to: Campaigns Lead

Closing date: Monday 10th July, 12:00pm GMT

This role

We're seeking a brilliant person - or people - to join the team as Philanthropy Manager as we establish the Quentin Blake Centre for Illustration at the New River Head heritage site.

The Philanthropy Manager will secure gifts from Individuals, Trusts and Foundations in the range of £1,000-£50,000+, and will work closely with the

Campaigns Lead, Centre Director and Board to steward gifts at the £50,000+ level.

The successful postholder(s) will have particular responsibility for the soon-to-be-launched 'Founders' Circle' (£25k) and the Centre's Annual Giving programme (£1,500+), and will make grant applications in support of both capital and revenue projects.

You will be a relationship-focused fundraiser with experience of face-to-face fundraising, excited by the opportunity to launch new fundraising programmes and refresh existing ways of working. You will be an inspiring and proactive ambassador for the Centre and its mission, in person and in writing. You will also be a great team-player who enjoys collaborating with colleagues across the Centre to deliver a dynamic and creative programme of donor cultivation and stewardship. Your work will reflect our values of compassion, curiosity, equity, relevance and rigour.

Quentin Blake Centre for Illustration champions art that is dynamic and diverse; we want our team to reflect that.

We're an inclusive and flexible employer, happy to hear from full-timers, part-timers and job-shares.



Left to right: early years workshop © Rob Harris, Illustrating Archway © Grace Holliday and Hargrave Park students; Going Places illustrated poems project with illustrator Joanna Layla

This Job Pack will tell you more about our organisation, our capital project, what it is like to work with us and – on **pages 9 to 13** – the job description and how to apply. Our Guidance Notes explain how we will process your application. If you have any queries, please email us at jobs@qbcentre.org.uk.

An online information evening for this role will take place on **Tuesday 4th July from 6pm – 7pm**. This is an opportunity to meet our team, find out more about our work and ask questions about the role. If you

would like to attend, please email

jobs@qbcentre.org.uk and ask us for joining details.



© *Quentin Blake*

About us

Illustration is fundamental to human communication, progress and understanding. It tells stories, propels activism and conveys life-saving information.

Quentin Blake Centre is the UK's first and only cultural organisation dedicated to illustration. We believe in a world in which everyone can communicate, explore

and examine the world through visual imagery; a more curious, equal and compassionate world.

For six years we rented gallery space in King's Cross – the 'House of Illustration' - curating and touring exhibitions on subjects as rich and varied as North Korean graphic design, the Syrian refugee crisis, shōjo manga, feminist comics, anti-racist infographics and literary illustration. We established programmes to embed illustration across the primary school curriculum, foster creativity within communities and support illustrators to develop their practice outside of the industry's commercial drivers.



Left to right: Designed In Cuba © Paul Grover, Early Years workshop © Rob Harris

Now we are restoring and breathing new life into New River Head, an amazing, hidden industrial heritage site in Clerkenwell, London. Once complete the Centre will comprise galleries, learning spaces, public gardens, a shop and a café - the permanent national centre for illustration in all its forms and a home for the collected works of one of Britain's best-loved illustrators Quentin Blake.

Over the past year we've secured planning permission, reached the half-way mark in our campaign and have secured a Round 1 Development Grant from the National Lottery Heritage Fund.



New River Head Engine House and Windmill Base

© Paul Grover

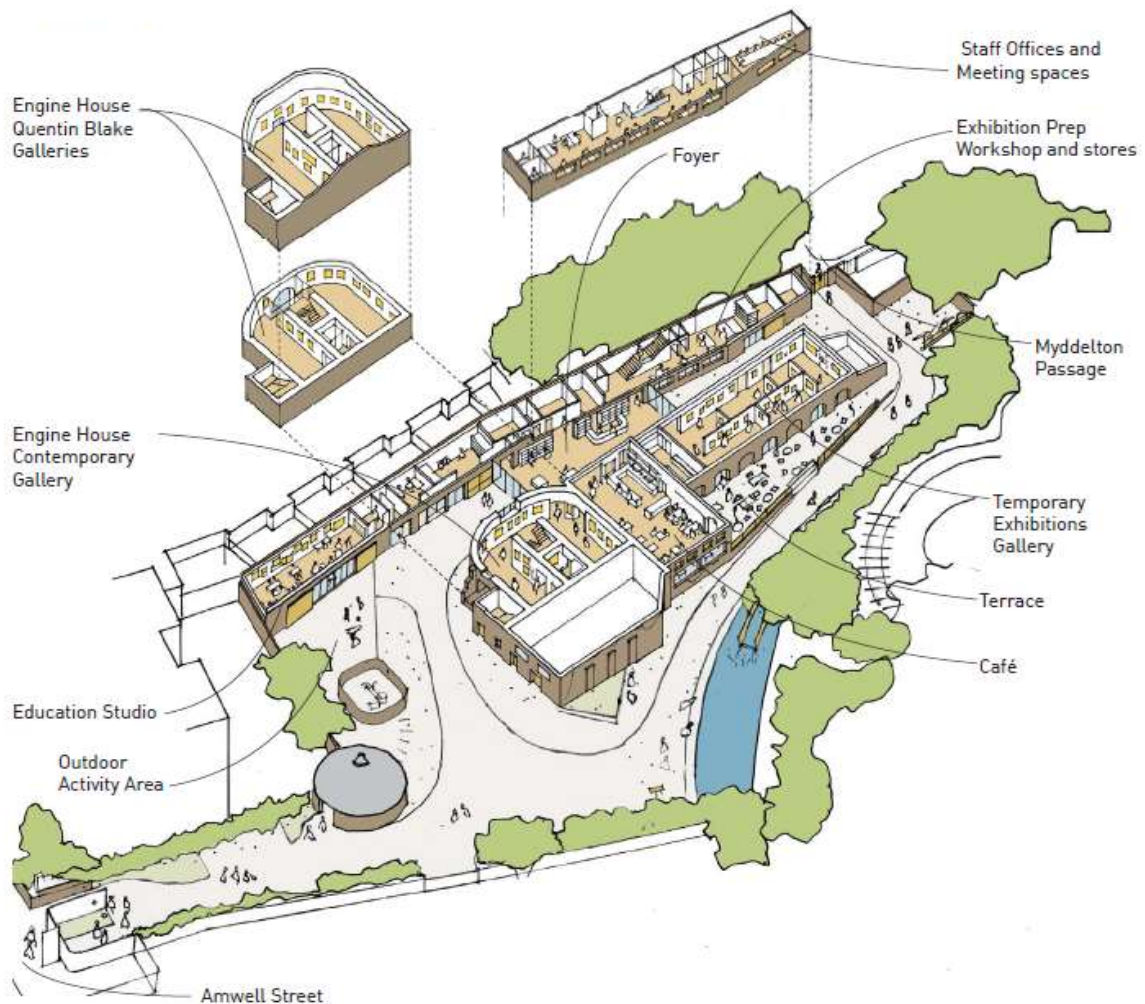
In the meantime, we are continuing to tour exhibitions, support illustrators and deliver projects with schools and community groups. We are also establishing an online home for collections and related research; the first of its kind in the world.

The Capital Project

Due to open in 2025, the Quentin Blake Centre for Illustration will fill a gap in the visual arts landscape by providing a permanent home for illustration, exploring the central role of visual arts in people's everyday lives through exhibitions, residencies, cross-curricular schools programmes and community projects.

The project will repurpose New River Head, a derelict waterworks set within half an acre of land in Clerkenwell, London. Locked away since the 1950s, the site is full of untold stories and untapped possibilities. Its 18th and 19th century pump houses and surrounding open spaces offer inspirational places for creative participation, and inspiration for creative projects. The buildings can be converted cost

effectively and, once open, the Centre will be accessible via multiple public transport routes.



Designed by Tim Ronalds Architects, a practice with an outstanding track record of working with heritage buildings, the £16mn project will create two temporary exhibition galleries for contemporary illustration, a permanent gallery for the Quentin Blake Archive, a free display space, learning studio, project space, café, shop and public gardens. Free to enter, with

admissions charged only for exhibitions, the Centre will be inclusive, accessible and environmentally sustainable.

The move to New River Head removes rent from our business model and opens up new opportunities.

Separate gallery spaces, with a larger footprint for temporary exhibitions, will enable us to welcome more people and provide distinct offers for different audience groups. A learning studio, with outdoor play space, will increase and enrich visits for schools and illustrators.

The Windmill project space will host residencies by illustrators and community groups. An expanded shop and new café/events space, with outdoor terrace, will improve visitor experience and dwell time, while increasing commercial revenue.

The shift in our business model will place the charity on a sustainable footing, enabling us to increase our impact via an expanded schools programme, increased activity with early-career illustrators, and multi-year touring partnerships in underserved communities.



Our Clerkenwell illustrated map project © Rob Harris

Progress and next steps

So far, £8mn has been secured to enable us to acquire the site, develop the designs, secure planning permission and start saving for construction costs.

Confirmed funders include the Garfield Weston, Foyle and Wolfson Foundations, Quentin Blake and the Dahl family, Islington Council and many local residents. We have a Fundraising Board in place and are working through trust and foundation applications while building philanthropic networks.

Plans for a large-scale public appeal in 2024 are underway.

We have been awarded a Development Grant by the National Lottery Heritage Fund. The Development Grant has funded a programme of work to develop our understanding of costs, resources, timeline and audience needs between January and May 2023. We are now developing our application to apply for a full, multi-million-pound grant towards the project.

We need to secure £2mn in match funding to unlock the National Lottery Heritage Fund grant and begin construction (target start date early 2024). We will then begin a second phase of the Campaign (an additional £2.5mn) which will run until 2026.



Made In North Korea © Justin Piperger

We also need to maintain and build our revenue income, currently c. £0.4mn per annum including an annual auction, building a community of supporters to sustain the organisation into the future.

What it's like to work for Quentin Blake Centre

We're a small, committed team on an exciting journey together. Our work is grounded in a [strategic plan](#), with a vision, goals and a clear set of values: curiosity, compassion, equality, relevance and rigour.

Everyone brings different skills and life experiences and this enriches our work. Some staff have trained in illustration or worked in visual arts; some have worked in other sectors. Our future site New River Head has an amazing history, as does Clerkenwell, our local area, and this has become integral to our work.

Our office is in Farringdon, near Barbican Centre and close to the site. Everyone comes into the office at least two days a week, and can then choose if they want to work their remaining days in the office or from home. We have a fortnightly all-staff meeting and a bi-monthly

equality, diversity and inclusion meeting. Once a month we all meet in person for planning, training and/or visits to other galleries and museums.

Staff agree objectives with their line manager and meet with them weekly. Annual individual development provides an opportunity to review and reflect on the past year, set objectives and discuss any support needed.

Everyone gets 25 days leave a year (pro rata) and, additionally, the office is closed between Christmas and New Year. We take contracted hours seriously and have recently updated our leave, time in lieu and flexible working policies.

We can't wait to welcome excited visitors and participants to the new Centre but we have a lot of work to do first and there will be challenges along the way. We have to be creative about what we can offer to our audiences before we open. But we're on an exciting journey. Together, we are building a new and inclusive cultural centre for a new era and that's hugely exciting!

Recruitment information

Dates

Closing date for applications Monday 10th July
12:00pm GMT

Interviews w/c 17th July 2023
at Lansons,
24a St John Street
London
EC1M 4AY

How to apply

Please email jobs@qbcentre.org.uk with the subject 'Philanthropy Manager' and attach the following:

- A completed application form (in Word or PDF format)
- A completed monitoring form, which will not be seen by those who are shortlisting or interviewing

The deadline for applications is Monday 10th July 2023 at 12:00pm GMT. Applicants must have the right to work

in the UK. We will inform all applicants of the outcome of their application by Friday 14th July.

Unfortunately we are unable to give feedback on your application if you are not shortlisted for interview. If you are shortlisted for interview and you cannot make the advertised interview date, we will endeavour to find an alternative date.

Guaranteed interviews

In recognition of underrepresentation in our staff team we will be offering guaranteed interviews to D/deaf and disabled* applicants and applicants of African, Caribbean, Central Asian, East Asian, South Asian, South East Asian, West Asian and Latinx heritage whose applications meet the essential criteria listed on pages 12 & 13.

Please indicate on your monitoring form whether you agree to a guaranteed interview on this basis.

**Definition under the Equality Act 2010: you are disabled if you have a physical or mental impairment that has a*

‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.

Job description

Role	Philanthropy Manager
Reports to	Campaigns Lead
Responsible for	No direct line management. However, the overall team will expand prior to the Centre’s opening, with additional support on donor acquisition, event delivery and supporter e-communications.
Salary	£32,000 - £38,000 pro rata per annum (depending on experience)
Employee benefits	Annual holiday entitlement of 25 days per annum plus public holidays. <ul style="list-style-type: none">• Pension scheme with employer contribution.• Access to award-winning employee assistance programme.

	<ul style="list-style-type: none"> • Museum Association membership for an initial year, offering free entry to museums and galleries (subject to passing the probationary period)
Hours	<p>37.5 hours (1.0 FTE) or 30 hours (0.8 FTE)</p> <p>Core hours are 10:00-4:00 Monday to Friday with flexibility around these</p>
Place of work	<p>Lansons, 24a St John Street, London, EC1M 4AY</p> <p>Minimum two days in the office per week. The remainder can be worked in the office or from home.</p> <p>Regular visits to Quentin Blake Centre for Illustration, Rear of 28 Amwell Street, London, EC1R 1XU.</p>
Contract type	<p>Permanent with a six-month probationary period.</p>

Tasks and responsibilities

Strategy and planning

- Launch and refine the Centre's 'Founders' Circle' (circa. £25k), stewarding members in support of long-term engagement
- Medium-term (ahead of opening in 2025), refresh, relaunch and grow the Centre's Annual Giving Circles programme (£1,500+)
- Long-term (post opening in 2025), launch the Centre's Gifts-in-Wills/Legacies programme
- Design and co-deliver donor engagement and stewardship events for supporters at all levels, including Annual Giving Circles and transformational gifts
- Contribute to public appeal and membership planning, ensuring that both programmes support the growth of the philanthropy pipeline
- Build knowledge of fundraising best practice across the sector
- Work with the Campaigns Lead, Corporate Partnerships Manager and Head of Communications and Content to support the

growth on the Centre's networks and ensure opportunities for collaboration are maximised

Fundraising and stewardship

- Cultivate and steward a portfolio of 75-100 existing donors and prospects
- Identify and develop relationships with potential funders, and deepen the Centre's relationship with existing funders
- Work collaboratively with curatorial and learning colleagues to develop funding proposals and fulfil donor reporting requirements
- Ensure high quality donor care, including stewardship of existing major and Annual Giving Circle donors, timely reporting and crediting
- Undertake research and due diligence to inform approaches to donors in your pipeline
- Oversee and attend supporter events

Record-keeping and reporting

- Maintain accurate, up-to-date records of donors and prospective donors and their relationship with the Centre

- Provide accurate income reports and forecasts
- Attend, present as required and produce action points for Fundraising Board meetings
- Ensure fundraising and data management follows best practice, within statutory, professional and voluntary regulations
- Adhere to the Centre's due diligence and donor acceptance policies

Contributing to the Centre's wider work

- Play an active role in team meetings, contributing to wider organisational strategy and activity
- Model the Centre's values
- Other duties as reasonably required

As we move closer to opening, we expect this role to develop as part of a larger structure for the team and organisation. There will be opportunities for this role to evolve and take-on different duties, supporting personal development. Any changes will be made only after discussion with the postholder/with the postholder's input.

Experience

To be considered for this position, you must be able to demonstrate:

- Inspiring advocacy skills, including strong written and verbal communication skills
- A proven track record of securing four and five-figure gifts from donors, including initiating new gifts and securing repeat/increased gifts
- An imaginative and highly organised approach to cultivating and stewarding prospective and confirmed funders
- Experience of high-quality and accurate prospect research
- Resilience, motivation and a collaborative approach
- Confidence in and commitment to using customer databases to identify supporters and store accurate records
- An understanding of and enthusiasm for the aims and ethos of Quentin Blake Centre, including commitment to equity, diversity and inclusion

We would also be interested to know if you can bring any of the following (please note that these are not essential):

- Experience of working with trustees and/or senior volunteers to secure gifts and build networks
- Experience devising and delivering compelling and successful events
- Experience designing and launching fundraising programmes
- Experience of securing gifts in support of capital projects
- Experience of fundraising in the arts, museums, heritage and/or wider creative industries
- Experience of communications and public campaigns
- Knowledge of GDPR and tax issues related to giving

We are registered as a Disability Confident employer.
Please let us know if you have any access requirements that need to be met to support you to make an application or participate in the interview process by emailing jobs@qbcentre.org.uk

**Thank you for your interest.
We look forward to hearing
from you.**

