

## ARTES MUNDI

### Development Manager

## INFORMATION AND APPLICATION PACK

### INTRODUCTION

Artes Mundi is the key internationally focused flagship visual arts organisation in Wales generating unique opportunities for individuals and local communities to engage creatively with the urgent issues of our time in ways which resonate with us all. We are committed to stimulating dialogue and debates, internationally and locally, that develop greater understanding of ourselves, of others, and of the relations between familiar and distant cultures.

In 2025 Artes Mundi will launch AM11, our eleventh biennial exhibition and prize, celebrating our 21<sup>st</sup> anniversary of presenting groundbreaking international contemporary art in Wales. As the second pan-Wales iteration of the project, AM11 will take place across four towns and cities with five venue partners. In order to realise this ambitious project and overall programme, considerable fundraising success is required.

### THE ROLE

Reporting to and working alongside the Director, the Development Manager is responsible for a key role in achieving the delivery and administration of the development needs of Artes Mundi including membership, donors, annual giving campaigns and work with trusts, foundations, government supporters, corporates and individuals within the context of a diversified fundraising plan that contributes strategically to Artes Mundi's Mission. The Development Manager will work with the Director using existing and new trust, foundation, donor and other prospects, databases and contacts to identify, to craft and to execute grant writing, campaigns, events and proposals for foundations, trusts, individual, governmental and corporate annual/planned giving, sponsorships, individual gifts and cultivation/stewardship opportunities. Occasional evening and weekend work is required. Working with members of the wider team and the Board of Trustees, the Development Manager will secure and manage support from public and private sector sources and will create long-term relationships to ensure the organisation's sustainability.

### DUTIES AND RESPONSIBILITIES

The Development Manager will have key responsibilities including:

#### Campaign Management & Development (55%)

- Works with the Director to assess funding needs and business planning, working toward yearly fundraising goals, and solicits funds to meet those goals
- Works with the Director to develop a programme for the identification, cultivation and solicitation of existing and prospective individual, business, foundation and other major supporters
- Prepares, leads and assists with written applications individually and as assigned by the Director
- Within Artes Mundi donor relations plan for outreach to major supporters, ensures good stewardship practices while maintaining current donor records

- Prepares campaign and event based fundraising letters and approaches
- Prepares written, financial and statistical data for grant applications and maintains all final reports and schedules with other staff
- Compiles reports on fundraising activities and ensures that reporting schedules are maintained for funding agencies
- Reports to Board Trustees and staff on fundraising activities
- Coordinates and provides support to any volunteers involved in fundraising activities
- Maintains records of contact with every supporter, ensuring that the organisation's database is kept fully up to date at all times
- Produces regular financial and progress reports against targets
- Manages expenditure budgets relating to sponsors.

## Administration and Management (35%)

- Deputises for the Director as required by attending events, meetings, forums and consultation with all key stakeholders
- Oversees fundraising strategy and programmes and proposes recommendations for future development in consultation with the Director
- Nurtures existing supporters and stakeholders, cultivates growth within levels of support and develops opportunities to expand membership
- Produces acknowledgment letters and maintains reviews, evaluation and final reporting requirements for all funders and trustees
- Generates a variety of other reports as required
- Brings new and uses existing network of contacts within trusts and potential sponsors
- Utilises understanding of current issues in arts funding

## Events (10%)

- Leads and oversees the planning, organisation and execution of the Prize ceremony and other event-based campaigns alongside the Director in collaboration with other staff and Board Trustees
- Strategises fundraising events to assist in meeting targets including yearly campaigns and the biennial AM Prize event
- Plans, prioritises and coordinates fundraising and stewardship events of various types in consultation with Artes Mundi staff and partners
- Secures sponsors and liaises with external organisations and suppliers for hosting of events
- Ensures the necessary facilities, equipment and materials are available
- Assists in the coordination of volunteers and assistants to help produce and deliver all aspects of events and supporting materials

While these duties and responsibilities are representative, the incumbent is also required to perform other duties as assigned.

## THE PERSON

We are seeking an individual who has experience of working within fundraising for the visual arts, is passionate about contemporary practice, and who demonstrates a commitment to engaging in the role with high levels of self-motivation, assertiveness and tenacity. The ability to work under pressure, have a creative and positive attitude, an ability to communicate with individuals at all levels and attention to detail, are also key.

We want to work with people who:

- Are open, curious and passionate about culture and the arts in Wales and the UK
- Are interested in sharing their ideas and are interested in listening to others

- Enjoy learning new things and taking on challenges
- Can work independently but is comfortable asking for support and guidance

This role will be primarily supported by the Director, but you will also have contact and work with the whole Artes Mundi team. In addition, you will be in contact with our Trustees, programme partners and supporters.

## **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

University degree in the arts or business discipline, and/or with a professional fundraising designation, and comprehensive knowledge of the arts and culture community acquired through experience and academic learning. The competencies for this role would typically be acquired through a minimum of five years' experience in a fundraising position including working directly with a range of funders, trusts and foundations and donors. A passion for the arts is an asset. A Welsh speaker is desirable though not essential.

## **SKILLS AND ABILITIES**

- Advanced ability to build relationships with key stakeholder groups including headline supporters, government supporters, corporate partners, major donors, Members, Board of Trustees and the arts community
- Solid prospecting skills with ability to: locate and open new donor and funding sources; locate and open new markets; and acquire/build a sponsorship/partnership base
- Strong knowledge of major gifts, sponsorship and cause related marketing
- Advanced skills and good computer literacy including MS Office, Outlook, spreadsheets
- Enter and integrate data and present information using a computer system
- Highly motivated and organised to work independently and prioritise projects and multiple tasks in order to effectively meet timeline requirements
- Proven ability to prepare and deliver effective presentations to a variety of audiences
- Strong ability to conduct analysis, strategise, plan and initiate projects that result in achieving targets and completing projects on time and on budget
- Solid knowledge of business operations including development strategies, effective processes and branding
- Proven ability to prepare and deliver effective presentations to a variety of audiences
- Customer-service, diplomatic and professional skills that represent Artes Mundi's values
- Good ability as a flexible and creative thinker, with effective problem-solving skills
- Understanding of the arts and cultural sector and knowledge of contemporary art
- Coordinate and deliver administrative support
- Contribute to the maintenance of a healthy, safe and productive working environment for self, visitors and customers
- Solution-driven with a constant desire to make things more effective and efficient

## **What we will do to support you to do your best work**

The Development Manager will work closely and collaboratively with the Director who will be responsible for ensuring you are fully supported in your work. You will have regular contact time via meetings in person as well as online via Teams and/or Zoom.

We are committed to providing an environment that nourishes meaningful participation and positive experiences. The advantages of being a small core team will allow you to have regular, weekly contact with key members of staff in addition to contributing to formal planning and programming meetings.

Artes Mundi is committed to ensuring you can do your best work and will be able to support access needs as appropriate within the available budget and resources.

You will have significant opportunities while in post to develop your networks. In addition to the support provided by Artes Mundi, there will be an opportunity to engage with international artists and curators and their representing galleries. We will also develop connections between you and other partners across Wales. Invitations to exhibition openings and creative networking, events and opportunities will also be part of the role.

## **INCLUSIVE PRACTICES**

Artes Mundi aims to become a truly inclusive organisation with a workforce and audience whose lived experience is as diverse as the communities we serve. This is fundamental to our future success and ability to continue to contribute to culture and society in Wales and the UK.

Artes Mundi is fully committed to ensuring equality in all our work and we are actively collaborating to create inclusive working cultures. We recognise that there are many people whose experiences and perspectives are not well represented in our work or in the arts sector in Wales, this includes people who are ethnically and culturally diverse, and who experience racism in our society, deaf, disabled and neurodivergent people and people from working class communities. We are especially encouraging applicants who can speak to one or more of these experiences and cultures, including Welsh speakers.

Please note that all interviews will take place in person or alternative platforms on request. Further information and instructions will be given to applicants who are invited to an interview. The interview panel will include members of the Artes Mundi team.

## **TERMS OF APPOINTMENT**

This position is offered as a full time, permanent post. An indicative salary offered will be from £30,000 to £37,000 but will be determined based on the successful candidate and their relative experience and background. A modest relocation package will also be available.

Typical working hours are 9.30am-5.30pm and achieved through a mix of office and home working. The post holder will be asked to deliver and undertake work on some evenings and weekends. Appropriate notice will be given.

## **HOW TO APPLY**

Candidates should apply for this role using the Application Form and Equal Opportunities Monitoring Form and submit by email to [opportunities@artesmundi.org](mailto:opportunities@artesmundi.org) quoting Development Manager in the subject line. Alternative options for application are detailed in the guide notes in this document.

**Closing date for applications:** Monday 24 February 2025

**Interviews will take place (TBC):** in Cardiff, week commencing Monday 10 March 2025

**Preferred start date:** As soon as possible (although this can be discussed at interview)

We look forward to receiving your application.

Development Manager  
Application Form

Reference no For office use only
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First name(s)	Surname
Address	
Post Code	
Telephone	Mobile
Email	

How did you hear about the role?
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*This section will be separated from your application form when received and will play no part in the application process*

Reference no  
For office use only

**SUPPORTING STATEMENT**

This is your opportunity to tell us specifically why you wish to apply for the post and what would make you a great Development Manager at Artes Mundi.

Tell us about how you would approach your work and the role. Use your previous and current knowledge, skills and experiences and provide examples that demonstrate how you would apply these to ideas, values and ways of working relative to the role.

As a guide to structure your statement, you may wish to consider some or all of the questions below.

- Why are you applying for this post?
- Tell us about your passions/commitment to culture and the arts
- What do you enjoy about learning new things and taking on challenges?
- How do you prioritise tasks?
- Are there specific ways you plan and solve problems?
- How do you work with others and independently?

Overall your statement should be no longer than two sides of A4 at a minimum of 11pt font size.

Alternatively, as detailed in the guide notes, this may be submitted as a video or sound recording. If you use this method, then it should be no longer than 10 minutes maximum in duration.

If you decide to submit a video or audio recording, make sure that the recording has minimal background noise. Please do not add in additional effects to these submissions – just speak directly and clearly into the microphone or camera. Video and audio recordings can create large files which might be challenging to send by email so please send us links and passwords to your files on either Youtube, Vimeo or Soundcloud or alternatively email them to us using Wetransfer at [opportunities@artesmundi.org](mailto:opportunities@artesmundi.org) with “Development Manager” in the subject line.



Reference no For office use only
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**Current or most recent employment (Paid or unpaid)**

Name & address of employer	
Job title	Dates employed
Period of notice required if any	
Give a brief outline of your main duties and/ or responsibilities	

**Knowledge of spoken Welsh or other languages. Please specify language and level (e.g. entry, foundation, intermediate, advanced, proficient)**

A second language is not necessary for this post

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**Other employment and volunteer work (Paid and/or unpaid)**

Please list the most recent first

From To	Name & address of employer	Role and responsibilities	Reasons for leaving/ moving on



**Education and Training**

Please give details of any qualifications obtained and those currently being pursued, and any training that you have undertaken or that is continuing.

Please list the most recent first

School/ College/ University/ Training Provider	Subjects and grades and/ or Course title	Dates obtained

**Verification**

I confirm that to the best of my knowledge the above information is correct.

I confirm that I am not in full time education (12 hours or more formal study a week)

I confirm that I am entitled to work in the UK

**Data Protection Act**

Please note that when you sign this form it gives permission for the application form to be used for recruitment processing. All details will be kept confidential.

Signed:

Date:

Please note that our Equal Opportunities Monitoring Form will have to be completed separately and will not be used for shortlisting in line with our Equality and Diversity Policy.

Completion of this will assist Artes Mundi in their commitment to being an equal opportunities employer.

**Referees**

Please give the details of two referees, one of which should be your current, or most recent employer if you are currently not employed. The other could be a person who can express a professional opinion on your work and your ability to perform the job for which you are applying.

We will not contact referees before an interview.

Name	Name
Job title	Job title
Name of organisation	Name of organisation
Address	Address
Contact Tel Contact email	Contact Tel Contact email
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

Thank you for your interest in Artes Mundi and for taking the time to complete this application form