

APPLICATION INFORMATION

Post title:	Development Officer (3 days/week)
Responsible to :	Chief Executive
Salary :	Up to £32,000 pro rata

MAIN PURPOSE OF POST

The Development Officer will be responsible for developing and implementing a fundraising strategy initially focussed on Acme Studios' 40th anniversary year (commencing 9th November 2012) and subsequently as a core activity of the organisation.

BACKGROUND

Acme, founded in 1972, is a charity dedicated to supporting professional visual artists through the provision of affordable non-residential studios, work/live space and an expanding awards and residency programme. We share our unmatched specialist experience and knowledge with others, providing advisory, consultancy and advocacy services to support the development of the affordable studios sector nationally. For further information about Acme please refer to our website: www.acme.org.uk.

Acme is ninety per cent self-financing through income generated from letting studios to artists at affordable rents and is a regularly funded organisation of Arts Council England. We raise additional project and other funding mainly to support our Residency, Awards & Community Programme

The main focus of fundraising has been on our role as a capital development organisation and we have secured significant capital funding from a range of sources (including from local authorities, other public agencies, European regeneration funds and trusts and foundations) most recently in the form of capital lottery funding from Arts Council England in 1996 (£1.2 million) and again in 2005 (£2 million). Since 2006 we have pioneered the use of 'planning gain' to achieve very significant subsidies from social and commercial housing developers, amounting to over £5 million, to support the acquisition of new-build studio projects.

We now wish to increase our income in order to maintain and expand our programmes for artists, distinct from capital fundraising for bricks and mortar. Our residency and awards programme is one of the most extensive and supportive for artists in the UK and we believe it will be attractive to a range of additional funding sources. Our 40th anniversary also provides an exceptional opportunity to launch fundraising as a central and ongoing organisational activity as well as helping to raise the profile of our past achievements, current programmes and future plans. (Please see: 'Fundraising and Acme's 40th anniversary')

This post is the first specifically dedicated to fundraising within the staff team.

JOB DESCRIPTION

To develop and implement a detailed fundraising strategy initially focussed on Acme's 40th anniversary year (commencing November 2012) and thereafter, in consultation and liaison with the executive directors, board and members of the staff team.

Associated with the anniversary year this will involve:

- 1 Researching other relevant organisations' fundraising strategies, particularly those associated with anniversaries, to inform our approach.
- 2 Building on Acme's existing ex-tenant and contacts database to create a detailed and comprehensive database from which to make approaches to establish supporters' groups (alumnae/alumni), champions, endorsements, etc.
- 3 Researching evidence of the impact of our work, both statistical and anecdotal e.g. number of artists' works in public collections made in Acme houses/studios, number of ex/current tenants as recipients of major awards, significant works which reflect Acme studios/houses, the wider impact on East London and regeneration etc.
- 4 Developing appropriate (fundraising) events to promote our anniversary and Acme's work.
- 5 Researching corporate sponsors to support the anniversary year including existing professional advisers, solicitors, bankers, accountants, contractors, architects, engineers, estate agents, arts consultants etc.
- 6 Developing ideas for commissioning new works from artists to celebrate Acme and its work, including through an 'artist-in-residence' programme.
- 7 Developing a programme (building on existing research) of securing donations of proceeds of future sales of designated works from ex-Acme artists.

- 8 Developing written material, including commissioning essays, to record Acme's history and to provide a contextual framework, made public through publications, Acme's website etc.

Associated with fundraising more generally this will involve:

- 1 Developing a fundraising strategy and plan to embrace corporate and individual giving and support from trusts and foundations.
- 2 To research and develop supporters / membership schemes including ex-tenants and more generally.
- 3 To oversee and manage fundraising events as required working closely with our Communications Officer.
- 4 To work closely with the Residency and Projects Manager to research, develop and support specific applications for funding for individual strands of our Residency, Awards & Community Programme.
- 5 To prepare financial projections including expenditure and fundraising targets for approval by the Chief Executive and to work within agreed budgets.
- 6 To prepare reports for quarterly board meetings.

Generally:

- 1 To be aware of the work of the organisation as a whole and of individual staff team members.
- 2 To work in accordance with Acme's Access & Diversity Strategy and to participate in the achievement of the organisation's Diversity Action Plan.
- 3 To be aware of, and comply with, rules and legislation relating to Health and Safety at work and to abide by the procedures as set out in Acme's Health and Safety policy.
- 4 To be aware of and contribute to the delivery of Acme's Environmental Policy and Action Plan.
- 5 To attend monthly staff meetings.
- 6 To handle all incoming phone calls (with other members of staff).
- 7 To carry out any other duties reasonably required by the Chief Executive.

PERSON SPECIFICATION

Essential requirements

- Experience in a fundraising position
- Track record of successful fundraising from a range of sources including businesses, individuals, trusts and foundations and through events and appeals
- Good presentation, written and verbal communications skills
- Proven administrative and organisational skills
- Self-starter, able to work on own initiative
- Ability to plan and manage multiple priorities and deadlines and to respond quickly, effectively and flexibly to changing situations and circumstances.

Desirable requirements

- An interest and awareness of the contemporary visual arts
- An interest and awareness of the affordable artists' studio sector
- Experience of managing membership / supporters schemes
- Experience of events management
- Confidence in use of standard desktop computer packages
- Membership of the Institute of Fundraising/Certificate in Fundraising Management or similar professional qualifications

SUMMARY OF TERMS AND CONDITIONS

Position: **Development Officer (3 days/week)**

Name and address of employer: Acme Artists Studios Limited
44 Copperfield Road
Bow
London E3 4RR

Place of work: 44 Copperfield Road
Bow
London E3 4RR

Your principal place of employment is the Company's premises (as above). However, you may, following consultation, be required to work on either a temporary or on an indefinite basis at any premises which the Company currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

Salary: Up to £32,000 pro rata depending on experience

Salary review date: 1st April

Days and hours of work: Three days/week, 9.30 am to 5.30 pm. Actual days to be negotiated.

Pension Scheme: The Company will make a contribution of 6.25% of salary into the Company's Group Personal Pension Plan ('The Plan').

Period of notice:

Length of Service	Notice
Less than 1 month	None
1 month to 2 years	One week
2 to 12 years	One week per year of service
12 or more years	12 weeks

Annual leave entitlement for a full year: 28 days per year pro rata

Trial period: Three months