

Outside In Development Officer - Job Description



Salary: £23,000 pro rata
Hours: Two days a week *with possibility of extending pending review*
Location: Chichester, West Sussex
Contract: Permanent
Report to: Director

Closing date

Sunday 14 October, 10.00pm

Interviews

Interviews for shortlisted candidates will be held in Chichester on **Thursday 1 November**.

Outside In

Outside In is an award winning charity working to create a fairer and more inclusive art world. Through our exhibitions, active online community and professional training programmes, we provide a platform for artists who find it difficult to access the art world for reasons including health, disability, isolation or social circumstance. Outside In was founded in 2006 at Pallant House Gallery in West Sussex. In 2016, following celebrations to mark the project's highly successful first decade, Outside In became an independent charity. In 2017 Outside In joined Arts Council England's National Portfolio.

Overview of the role

The successful candidate will assist directly in the success of Outside In by achieving agreed objectives and income targets with a friendly and professional approach. You will be responsible for growing and developing income generated from charitable trusts and grant giving bodies to enable Outside In to maintain and develop its various programmes and projects. You will also be responsible for managing Outside In's newly formed Friends Scheme and setting and achieving targets for growing the membership developing relationships with existing and prospective donors; and identifying and developing corporate opportunities.

The Development Officer will work closely with the Director and Chair of Outside In to contribute to the financial sustainability of the organisation. You will be joining a small, friendly and dedicated team. This is an exciting opportunity to play a key role in securing vital funds for Outside In and have a long-term impact on the charity. We are looking for a solid understanding of fundraising from individuals, corporates and trusts and foundations. We are seeking someone who is goal-driven and creative with a real passion for the arts and for people.

The Development Officer will be based at Outside In's Chichester office and work closely with the Director and other members of Outside In's staff. The Development Officer will research and coordinate applications to charitable trusts and foundations to fund Outside In's programmes.

Overall purpose and role

- To research and develop a database of trusts and foundations aligning funding opportunities with Outside In's strategic needs
- Working with the Outside In team to coordinate and submit applications to trusts and foundations to achieve agreed core fundraising targets and fund activities
- To communicate with trusts and foundations, including written reports, documents and proposals
- Manage and develop the Outside In Friends scheme setting income and growth targets
- To develop, manage and maintain relations with trusts and foundations
- To work closely with the Director and Chair to identify and engage with potential patrons and major donors
- To work closely with the Director and Chair to identify and engage potential corporate partners and sponsors and other funding opportunities
- To assist the Director generally with fundraising administration

Person Specification

Essential

- Experience in researching trusts and foundations
- Experience in writing applications to trusts and foundations
- Experience in developing relationships with corporate partners and sponsors
- Experience of working with membership/Friends groups and volunteers
- Excellent written and oral communication skills
- Proven track record in securing funds
- Excellent planning and organisation skills
- Computer literacy and experience of using CRM databases
- Ability to work as a team member
- A positive attitude and ability to multi-task and work under pressure
- Knowledge of the arts, especially the visual arts

Desirable

- Experience of successfully applying for substantial grants from public and private funders
- Familiarity with crowdfunding and using social media in a fundraising capacity
- Sound understanding of and commitment to inclusion and equality in the wider arts sector
- Experience of working in the voluntary sector

Support

You will be line managed by the Director of Outside In