

Auto Italia,

1 September 2022

Dear applicant,

Thank you for expressing your interest in working at Auto Italia. The enclosed papers contain more information on the gallery and the Development Manager post including a job description and a person specification. We hope you find them useful when completing your application.

To apply, please email a CV, covering letter including details of two professional references on no more than four pages in PDF format to jobs@autoitaliasoutheast.org using the subject line 'YOUR NAME – Development Manager'. Please note that only applications that are submitted via email will be accepted.

Please also complete the online Equal Opportunities Monitoring Form.

Application deadline: Sunday 1 October 2022 midnight GMT

First interview date: Monday 16 October 2022

Best wishes,

Edward Gillman
Director, Auto Italia

About Auto Italia

Auto Italia is a visual arts organisation dedicated to the commissioning and presentation of contemporary art. We support early and mid-career artists to develop discourse, active research and experimental projects. This work is presented through solo and group exhibitions, performances and live work, international touring projects, and creative learning activities for children and young people.

Auto Italia was founded in 2007 by a group of artists who were living, working and commissioning artists' projects from a squatted garage in Peckham, South London. We continue to be led by this founding ethos of grassroots organising and expanded community practice. Through the fostering of long-term relationships with artists and audiences, we provide an essential meeting point for developing conversations on the role of visual cultures within urgent social and political dialogues within society.

Projects commissioned by Auto Italia have premiered the work of early-career artists, and refocused critical attention on the work and archives of historically under-represented practitioners. This has included Franco 'Bifo' Berardi, Tessa Boffin, CFGNY (Daniel Chew, Ten Izu, Kirsten Kilponen, Tin Nguyen), Elysia Crampton Chuquimia, CUSS Group (Ravi Govender, Jamal Nxedlana, Zamani Xolo), Benedict Drew, Mark Fisher, April Greiman, Gran Fury, Tarek Lakhrissi, Huw Lemmey, Sin Wai Kin, Metahaven, NTU (Nolan Oswald Dennis, Tabita Rezaire, Bogosi Sekhukhuni), Michael Oswell, Christelle Oyiri-K, Jaakko Pallasvuo, Eddie Peake, Ingrid Pollard, Jill Posener, Heather Phillipson, Research Centre for Proxy Politics, Jenna Sutela, Terre Thaemlitz, Suzanne Treister and Ben Vickers.

Over the past 15-years, Auto Italia has remained committed to developing our civic role and for creating new ways for audiences to engage with contemporary art. Situated in a diverse and residential neighbourhood in the London Borough of Tower Hamlets, we provide a regular programme of meaningful, inclusive and engaging creative learning activities for children and young people including the Young Artists Programme (ages 14 to 18), Volunteer Forum (ages 18 to 21), and Art / Work Association (ages 21 - 24).

We are a nationally and internationally recognised arts organisation supported by our principal partners Arts Council England as a National Portfolio Organisation and Tower Hamlets through the Local Community Fund. Our activities are additionally supported by a portfolio of international arts councils, embassies and diplomatic missions, trusts and foundations, local authority partners, lottery funds, and private giving.

Resource sharing and partnership working is central to all our activities. We regularly work with national and international partners to co-produce artistic new work. Current and recent partners have included Cemeti Institute for Art and Society in Yogyakarta, Centre d'Art Contemporain Genève, Haus der Kunst in Munich, Firstdraft in Sydney, If I Can't Dance in Amsterdam, Nubuke Foundation in Accra and NTS Radio in London.

More information on our work and history can be found at www.autoitaliasoutheast.org

Job Title:	Development Manager
Employer:	Auto Italia, 44 Bonner Road, London E2 9JS
Reports to:	Director
Responsible for:	-
Hours of work:	Full-time, Monday to Friday, 10am – 6pm
Salary:	£30,000 - £32,000 depending on experience
Contract:	Two year fixed-term contract

Overview

The Development Manager works to achieve Auto Italia's annual fundraising targets agreed with the Director, raising financial support for Auto Italia's multi-disciplinary programme of artistic and creative learning activities to ensure that the gallery secures the resources it needs to deliver its mission and vision.

The Development Manager will work closely with the Director to design and implement the gallery's long-term fundraising strategy, supporting its development, ensuring compliance, due diligence and ethical standards are upheld. The Development Manager deputises the Director in meetings with funders and stakeholders when required.

The Development Manager works closely with the Curator: Exhibitions and the Curator: Public Programmes to generate persuasive and compelling funding requests and cases for support needed to secure a wide range of private and public sector support. This includes responsibility for writing grant applications, project reports and partner communications for local, national and international stakeholders including international arts councils, embassies, trusts and foundations, local authorities and lottery grants.

The Development Manager works with the Director to manage private giving programmes, including responsibility for donor communications, managing prospect events, and designing digital marketing campaigns to amplify awareness to new donor audiences.

The Development Manager does not directly manage any staff however receives administrative and operational support from the Project Coordinator and Project Assistant.

Fundraising, Donors and Relationships:

- Supports the Director to plan, develop and deliver the gallery's fundraising strategy to maintain, develop and improve organisational sustainability and impact.
- Takes a proactive approach to gathering prospect research supporting the Director, the Curator: Exhibitions and the Curator: Public Programmes to identify funders and partners for planned artistic and creative learning activities.
- Responsible for ensuring that income sources are fully researched, due diligence processes are undertaken, and that prospects are appropriately targeted.
- Keeps abreast with fundraising opportunities and funding systems with up-to-date knowledge of policies and priorities within arts and voluntary sector fundraising.
- Supports the Director to retain and grow Auto Italia's supporter base by nurturing relationships with the gallery's funders, partners and stakeholders.

- Ensures the regular involvement of current and prospective funders within the development of artistic projects and creative learning programmes.
- Works collaboratively with the Curator: Exhibitions and the Curator: Public Programmes to develop persuasive and compelling cases for support for planned artistic and creative learning activities within the forthcoming programme.
- Responsible for writing targeted and well-written applications for a range of national and international funders including international arts councils, embassies, trusts and foundations, local authorities and lottery grants for approval from the Director.
- Ensures that all money raised is acknowledged in writing and payments received.
- Works with the Director to oversee strategy for the gallery's private giving programmes with the goal of recruiting and retaining individual donors.
- Works with the Director to devise a strategic programme of dynamic special events for donors, funders and stakeholders in conjunction with programmed work, and acts as an ambassador building relationships with stakeholders at planned events.
- Coordinates renewals for members and patrons ensuring each donor is thanked in a timely and appropriate manner and keeping accurate records are maintained.
- Utilise the skills, experience and connections of the Director and Board of Trustees to ensure the implementation and the success of the donor programmes.
- Maximises opportunities for tax-effective giving, participation in the Gift Aid programme, and manages the process of annual Gift Aid claims to HMRC.
- Manages donor and funder prospecting events, coordinating communications with stakeholders, development budgets, event set up and delivery.
- Responsible for attending meetings of the Development Subcommittee of the Board of Trustees, producing meeting documents for its members, and sharing professional opinions and research under the supervision of the Director.
- Supports the Director to manage large-scale strategic projects with multiple funders and partners ensuring clear lines of communication with stakeholders.
- Attends meetings with funders and partners with the Director, the Curator: Exhibitions and Events and the Curator: Public Programmes, and deputises for the Director in meetings with stakeholders when required.
- Attends arts and culture sector fundraising conferences, events and networking opportunities to actively raise profile and awareness of Auto Italia's work.

Monitoring, Evaluation and Reporting:

- Works with the Curator: Exhibitions and Events, the Curator: Public Programmes and the Project Assistant to collect monitoring and evaluation data, beneficiary case studies and to secure compelling testimonials for stakeholder reporting.
- Generates accurate, dynamic and well-written narrative reports tailored for the individual requirements of funders and stakeholders for approval from the Director.
- Produces accurate financial reports and financial reporting narratives tailored to the requirements of funders and stakeholders for approval from the Director.
- Maintains professional and clear communication with stakeholders in line with expectations and contractual agreements under the supervision of the Director.

Communications:

- Designs and delivers targeted and well executed digital marketing campaigns for our website, newsletter and social media to amplify the Members, Exhibition Circle and Directors Circle donor programmes and increase levels of individual giving.

- Ensures representation of support for planned artistic activities across print and digital materials meet contractual agreements with funders and stakeholders.
- Utilises data and analytics from social media, website and digital communications to analyse, monitor and engage new donor audiences for all patron levels.

Administration and Operations:

- Manages the gallery's long-range fundraising schedule, working with the staff team to coordinate development workflows and ensure that deadlines are met.
- Implements new administrative and data management processes to enhance the gallery's fundraising activities through improved record keeping.
- Supports the Director by preparing meeting documents, financial reports and monitoring and evaluation documents for Development Subcommittee meetings.
- Supports the fundraising activities of the Trustees to capture income opportunities through the groups associated networks, under the supervision of the Director.
- Supports the Director by preparing reports and forecasts against key performance indicators and fundraising targets for quarterly Board of Trustee meetings, and for ad hoc meetings with members of governance between planned meetings.
- Responsible for ensuring streamlined records are maintained on all historic, current and prospect stakeholders is held accurately within the gallery's databases.
- Ensures the storage of personal data is collected in a way that is consistent with Data Protection Act and best practice in General Data Protection Regulations.

The above list of responsibilities is not exclusive or exhaustive and the Development Manager will be required to undertake other such duties as may reasonably be expected within the scope of the role. All members of staff are required to be professional, co-operative and flexible in line with the changing needs of Auto Italia.

Person Specification

Essential skills and experience:

- Demonstrable successful track record writing and delivering successful funding bids and reports for trusts and foundations, as well as international arts councils, embassies, local authority partners and lottery funds.
- Demonstrable experience of effective prospect research relating to development applications for trusts and foundations.
- Knowledge of public and private sector fundraising with a comprehensive understanding of funding policies and priorities in the arts and voluntary sectors.
- Skills to produce well-presented and professional documents, reports and stakeholder communications often to tight deadlines.
- Demonstrable experience of effective record keeping, including diary scheduling for applications, contacts and report writing with strong administrative and organisational abilities with close attention to detail.
- Fluent English speaker with excellent written and verbal communication skills.
- Financially literate with excellent ability to communicate financial information for funding requests, project reporting and stakeholder communications.
- A dynamic networker able to understand the needs of high net worth individuals, foster relationships with senior stakeholders and influence at a senior level.
- Strong research skills with the ability to think creatively to identify fundraising opportunities for multi-disciplinary artistic and creative learning activities.
- Adept at working with colleagues across the organisation with excellent ability to collaborate, multitask, delegate and prioritise workloads to achieve ambitious goals.
- A strategic and entrepreneurial mindset with the ability to develop and implement policies and procedures to support best fundraising practice.
- Excellent knowledge of the Data Protection Act, fundraising compliance, ethical practice and best practice in General Data Protection Regulations.
- Familiarity and experience with Google Drive; Adobe InDesign, Photoshop; Apple Numbers, Pages, Key Note and other relevant computer programmes.

Desirable skills and experience:

- Demonstrable experience securing multi-year funding for place based work, in particular arts education activities for children and young people, with major UK trust and foundations, lottery funds and government partners.
- Experience of working on an individual giving scheme with proven success identifying and securing gifts from individuals and organising prospecting events.
- Experience working within the visual arts with strong sector knowledge and interest in gallery, museum and contemporary art practice.

Conditions of Work:

- Two year fixed-term contract
- 6-month probationary period
- Full time, 35 hours per week between Monday and Friday, 10am – 6pm
- Occasional weekend and evening work required, compensated by time off in lieu
- 3-month notice period in writing on either side

Employee Benefits:

- 28 days holiday per annum between 1 April and 31 March, plus UK public holidays where contracted days fall on public holiday dates
- Regular staff training to support personal development with external providers

Equity, Diversity and Inclusion:

Auto Italia is committed to developing a diverse and inclusive workplace. We encourage candidates from all backgrounds and communities, and are committed to having a team bringing together individuals with diverse skills, experiences and abilities. We particularly welcome applications from candidates within Black Indigenous Person Of Colour (BIPoC), Lesbian Gay Bisexual Trans Queer and Intersex (LGBTQI), and Disabled groups that are currently under represented within employment in contemporary art.

Auto Italia is committed to promoting equity practices. We engage all members of our workforce in regular activities that have been designed to identify and rectify structural bias within working practices. These mechanisms are outlined within the Equity, Diversity and Inclusion Policy which is reviewed annually by the Director and Board of Trustees.

Auto Italia comprises two gallery spaces. Access to the first exhibition space is step-free through a street facing entrance that is 90cm wide. There are two steps to enter the second exhibition space. This is supported with a temporary ramp that is 78cm wide. We have fully accessible toilets available on site.

Currently our storage facilities have barriers to access. We are taking steps to resolve these barriers. In the time being, we encourage applications from candidates with access requirements and will endeavour to provide adjustments where possible.

We are actively working to improve the accessibility of our website and social media channels to meet guidelines set out in the Double-A of the World Wide Web Consortium W3C. Our digital platforms will be under ongoing review in the forthcoming year.

If you would like to discuss accessibility in relation to the Development Manager post please contact jobs@autoitaliasoutheast.org.