

Development Executive Job Description

Job Title: Development Executive

Organisation: Creative Land Trust

Location: London, United Kingdom (and remote working)

Application Deadline: 25 November 2023

Position Type: 2 days a week (or equivalent over the period of the contract)

Contract Duration: 12 months

Pay: £38,500 0.4 FTE = £15,400

Reports to: Operations Manager and Chief Executive

Responsible for: Securing philanthropic funding, in particular from trusts and foundations, for the project and charity.

About us: Creative Land Trust (CLT) is a charitable organisation set up in 2019 to tackle a long-standing problem for London, and indeed other global cities – to reverse the loss of long-term, affordable workspace for creatives. London’s competitiveness as a global city is built on its vibrant creative sector. Our creative industries generate more than £52bn each year. One in six of the UK’s new jobs are in this sector. London is a cultural powerhouse, but its very success is pricing artists and makers out of our city. The loss of affordable workspace, and consequent outflow of artists, presents a serious threat to the wellbeing and prosperity of a city so reliant on creativity for its success. According to (pre-COVID) research conducted for the Mayor of London, 24% of sites containing artists’ workspaces were at risk of closure. Artists are unable to focus their time on their practice due to the instability inherent in relying on temporary workspace, and expert studio providers are displaced from their locations despite years of building social capital. London’s many excellent artists face growing difficulty in securing even “meanwhile” space. Creative Land Trust is seeking to build a new financial and operating model to secure long term, affordable workspace that would otherwise be unattainable.

We are a team of six people in the Executive. An office space will be available in central London, but there is also the option to work remotely. The team meets once a month in person for a

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outset.

Team Day in London, once a week online for a Team meeting and every day online for a short social non-work related catch up, as well as other video calls throughout the week. Our Development Executive will not necessarily be expected to be based in London, although it may be of use to be able to join us in London for some in person meetings.

We are looking to hire a Development Executive to join our team on a part-time basis for a twelve-month contract, focusing on securing vital funds for the organisation and specifically to acquire capital funds needed to complete our Alice Billings House project. The first phase of capital work at Alice Billings House, in Stratford London, which is currently funded and in progress will see the first part of this new studios complex occupied in January 2024. With Development Phase funding from the National Lottery Heritage Fund now in place, we are looking to acquire funds for the organisation to help expand CLT's portfolio and support the Delivery Phase with capital funds that will fully refurbish the remaining parts of the studio complex that need attention, including historic listed elements of the property. In total the site will host affordable workspace for up to 80 artists and makers, along with a public facing café and community space and garden.

Role Overview: As a Development Executive, you will play a pivotal role in helping Creative Land Trust achieve its mission by leading fundraising efforts specifically tailored to support the growing of CLT's portfolio and our Alice Billings House project. Your role will oversee writing a fundraising plan, researching and developing bids to grant givers and donors, building and managing donor relationships. Your efforts will enable us to develop these relationships to successfully complete the works at Alice Billings House and grow CLT's portfolio, helping to secure and protect affordable studios to London, for the benefit of artists, the creative community and London's cultural offer.

Key Responsibilities:

1. **Fundraising plan:** Develop a fundraising plan for match funding requirements at Alice Billings House as part of the Delivery Phase bid to National Lottery Heritage Fund.
2. **Bid Writing:** Research and apply for grants and funding opportunities from various sources, including foundations, trusts, and government agencies, including a Delivery Phase bid to the National Lottery Heritage Fund.
3. **Donor Relations:** Identify, cultivate, and maintain strong relationships with potential donors, sponsors, and partners, ensuring ongoing engagement and support.
4. **Budget Management:** Manage and monitor the budget allocated for fundraising activities, ensuring efficient and responsible use of funds.
5. **Reporting and Analysis:** Provide regular progress reports on fundraising efforts to the Executive team, including donor data analysis, campaign performance, and financial tracking.

6. **Compliance:** Ensure compliance with all relevant fundraising regulations and ethical standards.

Qualifications:

- Proven experience in fundraising, preferably in the non-profit sector.
- Excellent written and verbal communication skills.
- Strong organisational and project management skills.
- Proficiency in using fundraising software and CRM systems.
- Ability to work independently and as part of a team.
- A passion for CLT's mission and values.
- Understanding of the charity sector in the UK.

Benefits:

- Flexible working hours.
- Opportunity to make a significant impact on a meaningful project in London's creative sector.
- Work in a collaborative and supportive team environment.

How to Apply: Please submit your CV and a cover letter outlining your relevant experience and explaining your interest in this position to info@creativelandtrust.org. Please include "Development Executive Application - [Your Name]" in the subject line. Applications will be accepted until 25 November 2023.

If you feel you meet some of the criteria but not all, we really hope you'll enquire and learn more.

Creative Land Trust is an equal opportunity employer. We encourage candidates from all backgrounds to apply, regardless of age, sex, gender, disability, race, religion, sexual orientation, marital status or pregnancy/maternity.

If you have any access requirements and need reasonable adjustment/s to any part of the process, then please contact us on info@creativelandtrust.org.

We look forward to reviewing your application.