Trusts and Foundations Manager (parental cover)

Are you passionate about bringing art to everyone? Do you believe in the power of digital to engage people with the arts? We’re looking for a Trusts and Foundations Manager to join our friendly and dedicated team.

We welcome and encourage applications from candidates who are under-represented in the creative industries, particularly individuals who experience physical, mental, or social barriers to accessing the arts.

About Art UK

Art UK is an art education charity on a mission to make the art in UK public collections accessible to everyone – for enjoyment, learning and research. It enables a global audience of five million people a year to learn about the UK’s national art collection by digitising artworks and telling the stories behind the art. In addition to innovative engagement tools such as Tagger and Curations, Art UK is currently working on new initiatives including a major learning programme, making this a truly exciting time to join the organisation. Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (1096185) and in Scotland (SC048601). For more information, please visit artuk.org.

About You

As the Trusts and Foundations Manager, you will be responsible for writing and submitting engaging and persuasive grant applications and funding bids. You will work collaboratively and creatively with colleagues, and will have the ability to consider new activities that could be packaged into project funding that will enable us to reach new people. You will also understand the value and importance of high-quality relationship management with key funders.

At Art UK you will be supported within a small development team that is focusing on raising funds from a broad range of charitable income streams, including trusts and public funding, corporates, high net worth individuals, online giving and patron schemes. You will report to the Chief Executive and will work closely with the Development Officer and Individual Giving Manager.

You will have excellent written communication skills and a high level of attention to detail. You will be well organised, determined, and full of initiative. You will be interested in art and heritage collections, and be excited about working in a digital organisation that is transforming access to UK art collections. You will promote equality and diversity in all aspects of your work – with the public, colleagues and external partners.
Key Responsibilities

- Research, prepare and write high quality compelling applications for funding to key larger donors such as The National Lottery Heritage Fund, Arts Council England, Fidelity Foundation and Esmee Fairbairn Foundation, as well as adapting applications for smaller trusts and foundations
- Maintain a clear pipeline of trust prospects and report these to the Chief Executive and Board of Trustees
- Ensure funders receive acknowledgement and submit monitoring and evaluation reports on time
- Manage grant claims for projects from trusts and foundations, including quarterly updates and claims for the National Lottery Heritage Fund
- Build strong relationships with existing and potential funders and stakeholders
- Work closely with the Chief Executive to identify and prioritise new opportunities for restricted projects that will enable us to widen our reach
- Work with other departments to develop restricted project applications and to gather case studies and other materials for inclusion in fundraising bids
- Work closely with the Individual Giving Manager and the Development Officer to ensure that the departments activities are in sync
- Keep records of grant related fundraising activities and money raised
- Report performance to the Chief Executive, Trustees and funders
- Manage and update database (Donorfy) records of funder contacts and preference information
- Attend regular team meetings

Necessary Skills

- Essential: Experience writing high quality bids with a proven track record of securing five and six figure grants
- Essential: Proven experience writing budgets and funding bids with full cost recovery
- Essential: First-class written and spoken communication skills, and the confidence to engage and work effectively with a wide range of people
- Essential: Self-motivated and reliable, with a clear focus on reaching deadlines on time
- Essential: Exceptional organisational skills
- Essential: Excellent IT skills
- Essential: High level of attention to detail
- Essential: Ability to work both independently and as part of a team
- Desirable: Experience managing grants from The National Lottery Heritage Fund and/or Arts Council England
- Desirable: Experience using Donorfy or a similar CRM
- Desirable: Experience of working for a small charity
- Desirable: Active interest in the visual arts and awareness of UK art collections
Contract terms
- 0.5 FTE (2.5 days a week)
- Fixed-term parental leave cover post, for 8 months (May 2024 to December 2024)
- Salary £35,000 per annum pro rata
- Three-month probationary period
- One-month termination clause
- Work from home, anywhere in the UK

Benefits
- 25 days annual leave plus regional Bank Holidays (pro rata)
- Paid Christmas closure period (Christmas Day to New Year’s Day)
- Flexible working hours
- Workplace pension scheme
- Training and development opportunities
- Mental health and wellbeing support
- Above statutory paid sick leave
- Enhanced paid parental leave
- Employee Assistance Programme
- Monthly wellbeing hour
- Trained Mental Health First Aider’s
- Regular staff socials, both virtual and in-person
- Eye tests paid for up to £35, glasses subsidised up to £30

Application
Please visit our website to download the application form. To apply, please submit your completed application form to recruitment@artuk.org by 9am on Monday 18th March 2024. If you are experiencing issues downloading the document or require support in completing your form, please contact info@artuk.org. Forms must be sent in MS Word or a format compatible to MS Word. Please do not send PDFs. Applications sent as a PDF will not be accepted.

Interviews will be held via video call on Thursday 28th March 2024. If you have not heard from us within three weeks of the closing date, please consider your application unsuccessful.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) references to protected characteristics, names of educational institutions and indications of political affiliations.