

JOB DESCRIPTION

JOB TITLE: Development Assistant
RESPONSIBLE TO: Senior Development Manager
DATE PREPARED: February 2019

1 JOB PURPOSE

The Development and Communications team is responsible for maintaining and growing the Gallery's reputation as a world-class cultural centre; for developing audiences for the diverse mix of programming we present; and to increase income from a wide variety of fundraising sources.

The Development Assistant provides dedicated administration support to help The Hepworth Wakefield reach its ambitious fundraising targets, implementing efficient procedures to ensure excellent stewardship of all gallery supporters and accurate financial reporting.

2 THE HEPWORTH WAKEFIELD

The Hepworth Wakefield is a major public art gallery that opened in May 2011 to public and critical acclaim. It exhibits Wakefield's art collection, the Hepworth Family Gift and the work of major contemporary and 20th century artists. Designed by David Chipperfield Architects, our ten superb gallery spaces and grounds make this one of the UK's largest and most visited galleries outside London, attracting over 2 million visitors in the last 8 years.

3 KEY RESPONSIBILITIES AND RESULTS

- The administration of fundraised income, including processing Gift Aid claims and CAF vouchers, and ensuring accurate financial records and reporting requirements from all fundraising sources are recorded in our CRM system (ThankQ).
- Work closely with Finance Officer and Senior Development Manager on financial reconciliation, producing a monthly income report.
- Lead on all administration associated with The Hepworth Wakefield's

Gallery Walk
Wakefield, West Yorkshire
WF1 5AW

T +44 (0)1924 247360
F +44 (0)1924 247370
www.hepworthwakefield.org

membership scheme including processing new members, monitoring and encouraging renewals.

- Support the Communications Team with the creation and distribution of membership and other fundraising literature and e-newsletters.
- Support the Development Officer and Communications Team on the recruitment of new members and retention of existing members through excellent stewardship.
- Maintain the fundraising sections of The Hepworth Wakefield's website to ensure prominence of online giving and accurate supporter crediting. Monitor online giving, ensuring supporters are thanked and income is reported.
- Maintain accurate and up-to-date records on the gallery's contacts database (ThankQ) in line with GDPR. Working with all gallery departments to generate guest lists for private views and other VIP events and overseeing timely mailing of invitations and thank you letters.
- Support in the creation of timely reports for supporters, including public funding bodies, individuals, corporates and trusts and foundations to meet the requirements of the gallery's supporters.
- Support event planning and preparation, working closely with The Hepworth Café on delivery.
- Act as the first point of call for all gallery supporters, dealing efficiently and effectively with enquiries and maintaining the development email inbox.
- Provide ad hoc support to the wider Communications & Development team on a variety of projects.

The Hepworth Wakefield
Gallery Walk
Wakefield, West Yorkshire
WF1 5AW

T +44 (0)1924 247360
F +44 (0)1924 247370
www.hepworthwakefield.org

4 OTHER INFORMATION

- Attendance at events at THW and externally to represent the gallery and build relationships with key external stakeholders. This will involve some early mornings, evenings and weekend work for which time off in lieu will be offered
- Carry out all duties in accordance with our Equal Opportunities, Access, Employment, Health and Safety Policies
- Undertake any other duties as reasonably required by the Senior Development Manager and Director of Development and Communications
- Participate in training and development activities as required and assist with the training and development of colleagues

5 KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

(E) – Essential, (D) – Desirable

An understanding of fundraising.	E
Knowledge of membership or customer loyalty schemes and how to convert, retain and grow members.	D
A good working knowledge of data management, how to use databases and accurate record keeping.	E
Experience of using a CRM database (ideally ThankQ) to identify, track and cultivate funding relationships.	D
Good numeracy skills with an impeccable attention to detail.	E
Excellent interpersonal and communications skills, both written and verbal, with the ability to cultivate and sustain relationships.	E
Excellent organisational, time management and administrative skills with the ability to work well within a team.	E
Track record of collating and delivering reports.	D

The Hepworth Wakefield
Gallery Walk
Wakefield, West Yorkshire
WF1 5AW

T +44 (0)1924 247360
F +44 (0)1924 247370
www.hepworthwakefield.org

Ability to attend events at THW and externally to represent the gallery and build relationships with our supporters. This will involve some early mornings, evenings and weekend work for which time off in lieu will be offered.	E
Educated to degree-level or equivalent experience.	D
Interest in the arts.	E
Interest in developing a career in fundraising.	D

6 BASIC TERMS AND CONDITIONS

- The salary offered for this position is £18,000 per annum, pro rata.
- This is a temporary position for 9 months, with the possibility of being made permanent.
- Part-time, 3 days per week.
- There may be an occasional requirement to work evenings and weekends, for which TOIL will be granted.
- Probationary period of 6 months.
- The place of work is The Hepworth Wakefield, Gallery Walk, Wakefield, WF1 5AW.
- 25 days annual leave per annum plus bank holidays (pro rata), rising by a day each year of service up to a maximum of 28 days. The leave year runs from 1 April to 31 March.
- New employees meeting the criteria will be auto-enrolled into a pension scheme run by Royal London, including an employer contribution of up to 6%.
- Enhanced maternity, paternity and adoption entitlements.
- Enhanced sick pay entitlements.
- Employee Assistance Programme offering confidential support services.
- Free eye tests run by Specsavers.
- Staff discount in the shop and café.

The Hepworth Wakefield
Gallery Walk
Wakefield, West Yorkshire
WF1 5AW

T +44 (0)1924 247360
F +44 (0)1924 247370
www.hepworthwakefield.org