



<b>DEPARTMENT:</b>	Development
<b>LOCATION:</b>	Compton Verney
<b>REPORTS TO:</b>	Head of Fundraising
<b>KEY RELATIONSHIPS:</b>	<p>Internal Relationships:</p> <ul style="list-style-type: none"> <li>• Marketing &amp; Sales</li> <li>• Creative &amp; Engagement</li> <li>• Finance &amp; Planning</li> <li>• Volunteers</li> <li>• Membership Team</li> </ul> <p>External Relationships:</p> <ul style="list-style-type: none"> <li>• Members, Donors, Patrons, Supporters and Benefactors</li> <li>• Suppliers</li> <li>• Funding Organisations</li> </ul>
<b>CONTRACT TYPE</b>	Fixed Term 1 year (Maternity Cover)
<b>HOURS PER WEEK:</b>	30 hours
<b>SALARY:</b>	£20,000 FTE
<b>CONSTRAINTS:</b>	Will be required to work occasional evenings and weekends in order to attend private views and other events
<b>DATE:</b>	April 2021

### Compton Verney Art Gallery and Park

We are an award-winning gallery, based in a Grade I-listed Georgian mansion amidst 120 acres of Grade II-listed Lancelot 'Capability' Brown parkland in Warwickshire. With six permanent collections (Naples, Northern European Art 1450-1650, British Portraits, Chinese, British Folk Art & The Marx-Lambert Collection) and a schedule of thought-provoking changing exhibitions and events, we are an accredited museum, and a registered charity. For more information about Compton Verney, visit [www.comptonverney.org.uk](http://www.comptonverney.org.uk) **Twitter** [@ComptonVerney](https://twitter.com/ComptonVerney) / **Facebook** [/ComptonVerney](https://www.facebook.com/ComptonVerney) / **Instagram** [@Compton\\_Verney](https://www.instagram.com/Compton_Verney)

### Compton Verney's Charitable Objectives:

To support and fund a year-round programme of cultural and community engagement that incorporates art, history, education, nature and diversity and is accessible to all. This may also include specific projects to support Compton Verney's ambitious vision of an exciting and sustainable future. It is also essential that Compton Verney adheres to the 4 Investment Principles set out by Arts Council England as part of our status as a National Portfolio organisation.



### Overall Purpose

Working with the Head of Fundraising, to maximise Compton Verney's income from fundraising and helping to engage donors, members of the Benefactors, Patrons and Supporters scheme (BPS) and other VIPs. Managing the gift administration and tracking process. Helping to organise and run donor and BPS events and stewardship. The role will also entail helping to prepare grant applications for public funding, Trusts and Foundations and working with the Head of Fundraising on securing corporate sponsorship for Compton Verney's programme of activity and to support the objectives of Compton Verney Art Gallery & Park in line with the new brand, manifesto and culture code.

### Key Responsibilities

#### Advocacy and Support - Donors, Patrons and VIP's

- Co-ordination and day-to-day running of the Benefactors, Patrons and Supporters (BPS) Scheme
- Responsible for the gift administration, financial reconciliation and donor/BPS recognition process
- Helping provide up-to-date copy for websites and other publications in relation to development activity; ensuring the CV brand and visual identity are consistent

#### Advocacy and Support – Trusts, Foundations, Public Funding, Corporate Sponsorship

- Ensure that the relationships are supported in terms of trusts, foundations and public funding bodies, supporting the Head of Fundraising in relation to acknowledgements, events, meetings and funding bids
- Support the CEO and Head of Fundraising in ensuring that the deadlines and criteria of Compton Verney's NPO status are met in timely fashion
- Ability to research and draft bids in support of the team, to provide background information, relevant data and co-ordinate various information from different members of the team
- Ability to draft reports for funders, to support the overall reporting against successful bids, drawing together information and statistics
- Working with Head of Fundraising on increasing income through Corporate Sponsorship
- Providing support to major projects as appropriate

#### Event Coordination, Administration and Communications

- Organise and run Private Views and other donor/BPS events
- Ensure mailing lists are up to date and segmented appropriately
- Establish the objectives for each kind of event, working with the Head of Fundraising and relevant colleagues
- Co-ordinate high profile and VIP visits to Compton Verney
- Support the wider programme of events and co-ordinate the public giving opportunities across the site



- Co-ordinate public giving opportunities for day to day activity and across the public programme, including donations, public campaigns and digital giving
- Utilise the support of front of house staff and volunteers to promote public giving
- Provide appropriate content for digital and printed media to support the fundraising activities for Compton Verney
- Ensure excellent record keeping, CRM, data collection and evaluation where appropriate

### **Administrative Support to the Organisation**

- Answering the main fundraising telephone line and dealing with general enquiries
- Contributing towards the post rota

### **Other**

- Will be required to work occasional evenings and weekend days in order to attend private views and other events, both at Compton Verney and at other locations within the UK
- Being the first point of contact for the Development Team
- Supporting the Head of Fundraising in relation to general administration duties and other tasks, as and when needed

### **Compliance**

#### **Equalities**

- To promote equal opportunities at all times, to plan accordingly to encourage the widest level of engagement, from the widest range of audiences, removing barriers to access and ensuring representation in public programmes

#### **GDPR/PECR**

- Ensure that data is appropriately used and collected at all times

### **Health and Safety and Safeguarding**

- Adhere to the Health, Safety and Welfare policy and procedures and ensure you take reasonable care for your own and others health and safety complying with any instructions, policies and procedures, training and instruction given by Managers, Compton Verney or the Health and Safety controller of the workplace. Ensure that all H and S and Safeguarding protocols are in place for all private views; undertake risk assessments, method statements and report on any incidents in a timely and effective way to protect audiences and staff.

### **Environmental Policy**

- Ensure that the most effective production and delivery that least impacts on the environment is applied in all areas



*The Post holder may be required to undertake other duties which are compatible with the overall scope and authority of the role.*

*We are committed to developing an organisation that is representative of diverse communities and welcome applications from all sections of the community. The following groups are currently underrepresented: Disabled, Black, Asian and ethnic minority groups.*

<b>JOB HOLDER SPECIFICATION</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATION &amp; ATTAINMENTS</b> Educated to degree level or equivalent		*
<b>WORK EXPERIENCE</b> Experience working in an arts or charity setting Experience of organising events Confident user of Microsoft Word and Excel Proficient in using CRM systems	* * *	*
<b>SKILLS</b> Excellent organisational skills Excellent written and oral communication skills Ability to work with funders and high net worth individuals Ability to work independently, assess priorities and make decisions Ability to develop networks, maintain records and seek opportunities for fundraising Research skills Numeratorate Competent designer of basic invitations and other such materials	* * * * * * * *	
<b>BEHAVIOURS/CHARACTERISTICS</b> Resourceful and adaptable Confident, enthusiastic and personable; able to develop rapport with a wide range of people Tactful and diplomatic Ability to work in a team	* * * *	



### **One Compton Verney**

#### **A manifesto for an extraordinary place**

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**1**

#### **An extraordinary place**

We are One Compton Verney: more than an art gallery, a house and a park. Rather than separate elements, our exhibits, interpretation, education, activities, experiences, events, facilities, services and digital presence are deeply integrated. We deliberately blur the perceived boundaries between visual and performing arts, indoor and outdoor, architecture and landscape, science and nature, creativity and learning, digital and analogue, and visiting and participating.

**2**

#### **We connect everyone to art, nature and creativity**

Our galleries, spaces and grounds are places for contemplation, conversation, music, performance, storytelling, learning, making, gardening, play, and creative response. This fascinating and ever-changing cultural kaleidoscope is magical it envelops you and invites your engagement. This engagement promotes visitors' wellbeing, physical and mental health.

**3**

#### **We're a catalyst for ideas**

We are a platform for dialogue, debate and interaction with society: a generator of new ideas and a facilitator of how to action them. To do this, we convene artists, creatives, writers, dancers, musicians, scientists, academics and specialists with our audiences. Together, through discussion, debate, research, experiment, co-creation, dynamic encounters and unique experiences, we explore contemporary ideas, innovative solutions to pressing problems, new interpretations, multiple perspectives and challenge traditional narratives.

**4**

#### **We invite you to spend deep, meaningful time**

A visit to Compton Verney is an extraordinarily immersive experience with a profound sense of place. We want you to relax and spend deep, meaningful time in our landscape, and with our art. But we can also animate and provoke, stimulate and heighten all of your senses. We invite you to roam, explore and discover, to be yourself, lose yourself and find yourself, feel free, and maybe try something you have never done. For you and those you love, we want your visit to be joyful, playful, surprising and delighting. Your search for truth and beauty will bring food for thought and a feast for the soul. A visit to Compton Verney is a tonic: it energises, nourishes, rejuvenates and uplifts.



**5**

### **We experiment, influence, ignite and inspire**

Everything we do is done with careful reflection, great commitment and attention to detail. Our knowledge base, expertise, reach and international standing give us the authority to innovate. We are agile and proactive, inventive and entrepreneurial and have the courage to take and manage risks, learning from every experiment. We influence arts practitioners, environmentalists and scientists, igniting and inspiring the next generation.

**6**

### **We think globally and act locally**

We take a stand and contribute to a better, kinder world. Specifically, we champion environmental sustainability, build audience diversity and equity, deliver transformative learning outcomes and commit to social responsibility in everything we do.

**7**

### **We're for everyone**

We reach out to engage the widest possible audience. We welcome you and your family to ours and invite you to join us. We support our visitors to feel safe, at ease and at home. We count on your support to sustain Compton Verney for the future. We want one visit to mean that you will carry a piece of us with you until you return.