

# MOSTYN

## **MOSTYN seeks Philanthropy Manager**

To apply, please send CV and brief covering letter to: [alfredoc@mostyn.org](mailto:alfredoc@mostyn.org)

For an informal conversation about this position, call Alfredo Cramerotti on 07941 470145

**Application deadline: Thursday 12 March 2020, 5pm.**

### **MOSTYN, Wales UK**

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[www.mostyn.org](http://www.mostyn.org)

Instagram: [@mostyngallery](#) / [@mostynexhibitions](#)

Facebook: [@mostyngallery](#)

Twitter: [@mostyn\\_wales\\_](#)

**Vacancy Type:** 2-year freelance contract (1 April 2020 – 31 March 2022)  
non-exclusive, renewable

**Annual fee:** £14,000 per year

**Reporting to:** Partnership Manager

**Responsible for:** Formulating and implementing an individual and corporate giving strategy for MOSTYN  
Managing MOSTYN's relationship with members, patrons, donors and corporate sponsors  
Providing business support for exhibitions, public programme and engagement programme

**Closing date:** Thursday 12 March 2020

**Interview date:** Week commencing 16 March 2020

### **Purpose:**

To develop opportunities for additional income streams including, but not limited to, Individual and Corporate Giving and Patronage schemes

### **Person specification:**

Strategic thinker

Networked and entrepreneurial

Numerate and IT literate

**Profile:**

The role is suitable for someone with at least five years' experience of successful fundraising in the Arts, Charity or Education sectors. The ideal candidate will have a demonstrable track record of generating significant income, building donor relationships and meeting targets. Preferably educated to degree level, they will be able to demonstrate an entrepreneurial approach and an ability to think and act strategically; they will have the ability and the credibility to engage with a wide range of stakeholders, internal and external, and they will have excellent communication skills, written and verbal, to engage potential funders with the work of MOSTYN.

**Job Description**

This is a new role and an exciting opportunity for an experienced fundraiser to play a key role in enabling the gallery to achieve its vision and mission. MOSTYN commissions and presents exhibitions of contemporary art, hosts performances, screening events, in-conversations with artists, issue-led discussions and workshops. MOSTYN welcomes community and school groups and is committed to developing an innovative and engaging programme for all audiences. MOSTYN is supported by the Arts Council of Wales, Conwy County Borough Council and Llandudno Town Council, and additional income for the gallery's activities needs to be secured through philanthropic support.

The Philanthropy Manager is expected to drive and deliver income to support MOSTYN's ongoing running costs as well as its ambitious exhibition and public programme. To do this, the post holder will create and manage a portfolio that includes major donations from individual and corporate supporters; regular donations through growing a Patrons scheme; and income from business partnerships and other sector sources.

With at least five years' experience of successful fundraising in Arts or Education, the post holder will demonstrate an entrepreneurial approach to fundraising, managing stakeholders at all levels with tact and diplomacy, and thinking and acting strategically to generate significant income and meet targets. With a target of £75,000 (for the first year) progressively increasing to £150,000 and above each year, the post holder will develop relationships with individuals and organisations capable of making four and five figure gifts, as well as building lower level support through regular giving. It is expected that funding will be sought from both the UK and international sources.

The Philanthropy Manager will develop a fundraising programme which is in keeping with the institution and its aims and objectives. They will work closely with the Partnership Manager, the Director and the Curatorial Team. As part of the Fundraising Team, they will help build a fundraising management system including prospect research, database, funding calendar, and other administration support services.

Familiarity with the North Wales area and the Welsh language would be considered an advantage. The location for the job can be flexible, but regular travel to North Wales will be required, for which a travel budget is provided.

**Main duties:****Strategic**

To lead and drive philanthropic support for MOSTYN.

To work with the Partnership Manager and the Director to develop and implement strategies and plans for achievement of agreed income generation targets.

To develop and retain a core network of supporters within an agreed timeline and raise MOSTYN's profile through advocacy in relation to its artistic programme.

To ensure that all approaches are well-planned and coordinated with MOSTYN's Fundraising Team and Curatorial Team.

### **Executive**

#### Development and Drive of Major Donors:

To identify, plan and activate bespoke engagement approaches for a portfolio of major gift prospects and donors, including individuals and corporate partners, collaborating with senior colleagues where relevant to secure income.

To deliver a personal portfolio of income from mid and major gift prospects, ensuring they are managed through the relationship cycle from introduction to donation, thanking and stewardship.

To devise and manage an effective database of Core Supporters and Donors, highlighting potential calls for actions to the appropriate MOSTYN team and devise appropriate cultivation and stewardship events and opportunities for donors, at MOSTYN or elsewhere.

To create and produce effective, relevant, persuasive and prompt donor proposals, solicitation and retention material.

To devise and manage high quality cultivation and stewardship events and opportunities for gallery prospects and donors, at MOSTYN or elsewhere.

To ensure all gift agreements, recognition opportunities and payments schedules are completed and recorded on the donor's database.

#### Development and Drive of Unrestricted Income:

To plan, animate and grow a Core Supporters group for gifts of between £500 and £3,000, driving recruitment and ensuring alignment with other MOSTYN fundraising activities.

To ensure all support agreements, recognition opportunities and payments are completed and recorded on the donors' database.

To Support the Director, Curatorial Team and Retail Team in developing other creative income generation activities such as special edition prints, artist's merchandise limited editions, etc.

To oversee comprehensive and appropriate list of guest lists, ensuring that communications and invitations are appropriately pitched and circulated, in collaboration with the Audience Relations and Curatorial Teams.

To fully brief and engage colleagues and volunteers in stewardship and events.

In common with all post holders, the Philanthropy Manager is expected:

- To ensure adherence to all MOSTYN systems, policies and procedures
- To ensure the security of the gallery and other spaces on MOSTYN
- To act as an advocate of MOSTYN and promote its vision and activities

This is not an exhaustive list of duties. It may be necessary to undertake other reasonable duties for the successful execution of this role and to meet the aims of the organisation.

### **About MOSTYN**

MOSTYN presents international art and culture of our time, activating people's lives through exhibitions, cultural programmes and commercial activities. Situated in the coastal town of Llandudno, it is Wales' foremost contemporary gallery and visual arts centre, serving as a place to form and share new perspectives through artistic and curatorial practice and audience engagement. It is part of PlusTATE, the UK-wide contemporary visual art network.

MOSTYN offers critically engaged exhibitions and inspirational learning and education programmes alongside catering, retail and hire space. Our fully accessible and bilingual organisation attracts approximately 80,000 local, national and international visitors a year. MOSTYN is a Registered Charity in England and Wales (Registered Charity Number: 507842) and is partially funded by Arts Council Wales and Conwy County Borough Council, raising additional income through successful fundraising from private and public funding streams and commercial operations.

### **Our Mission**

MOSTYN presents outstanding and critically engaged international contemporary art that engages, inspires and encourages people to form and share new perspectives on the world through its programmes.

### **Our Vision**

- To produce outstanding, critically engaged and internationally significant contemporary art exhibitions
- To engage, inspire and develop diverse audiences to form new perspectives on the world through the lens of contemporary art via exhibition, learning, digital and public programmes
- To nurture, support and promote Wales based artists nationally and internationally
- To be a resilient, sustainable and ambitious, internationally connected arts organisation
- To be rooted in and contribute to the cultural, social and economic community of Wales

### **Our Values**

- We support artistic excellence and support artists based in Wales and internationally, nurturing artistic talent development at all levels
- We are audience focused, ensuring that all programmes are accessible and developed to engage with a wide, diverse constituency
- We take pride in our role within our community to contribute to the cultural, social, economic and civic fabric of North Wales

MOSTYN is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

MOSTYN will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with MOSTYN.