

Job Information Pack

Job title: Development Assistant

Team: Development

Location: Shoreditch, London, E1

Reference: DV1712



Development Assistant, Job Ad

£19,000

12-month contract with view to extend

35 hours per week

Shoreditch, London, E1

From the first mark on a cave wall to the first footsteps on the Moon, our greatest developments have begun with leaps of someone's imagination.

The Institute of Imagination (iOi) is creating a new kind of space for imaginations to grow. A world-class cultural destination in London that puts children at its heart. And a place for families to make, play, create and explore together.

An inspirational and diverse Board of Trustees and Advisory Board support us, and our enviable list of Patrons is packed with world-renowned experts and advisers. We are now looking for a motivated, diligent and imaginative Development Assistant to join us.

Could it be you?

You will be part of a growing and ambitious team, and will join at an exciting time as we work towards finalising the site for the iOi campus.

The focus of your role will be on ensuring the Development team has the administrative support they need to secure funds for our multi-million pound capital campaign, as well as our ongoing outreach activity. You will have a varied workload including research, event support and report production. You will work across all funding streams and support the Director of Development and Communications and two Development Managers in securing new sponsors and supporters, developing our crowdfunding approach and rolling-out a stewardship and recognition programme.

If you are seeking to develop a career working with innovative, impact-led charities this could be just the opportunity you've been looking for. If you have excellent communication skills, are self-motivated and highly organised with a keen eye for detail, have excellent IT/digital skills and can use your imagination then we'd love to hear from you.

To enquire about the role please contact Kathryn Wilson, Team Operations Manager. To apply please send your CV and a covering letter to Kathryn by 9am, Monday 18 December 2017.

kathryn.wilson@ioi.london

020 7494 9153

Institute of Imagination

Second Home, 68 Hanbury Street, London, E1 5JL

Institute of Imagination Development Manager Job Description

Context and background

Every child is born with the capability to imagine – bursting with curiosity, wonder and an unquenchable thirst for knowledge. But children today have less time and space than ever to flex their imaginations.

The Institute of Imagination (iOi) is creating a new kind of space for imaginations to grow. A world-class cultural destination in London that puts children at its heart. And a place for families to make, play, create and explore together.

To bring the Institute of Imagination to life, we're working with experts, teachers, parents and – most important of all – children. All united by the belief that imagination matters.

Our current focus is on delivering our Imagination Lab programmes – outreach activities in schools, communities and from the Imagination Lab on Albert Embankment – in addition to our primary goal of securing a prime site for the iOi campus.

We have a strong core team (see <http://www.ioi.london/people-category/delivery-team/> for details) and are now seeking to build our fundraising team to ensure we are able to secure the funds needed to deliver our ambitious goals for children and their families.

Job Purpose – why do we need you?

- Support the day-to-day operations of the Development team toward securing funds for our multi-million pound capital campaign as well as our ongoing outreach activity.
- Undertake prospect research, help maintain and develop the database (Salesforce based CRM) whilst ensuring compliance with GDPR.
- Undertake research and analysis of information such as grant application guidelines or feedback data from iOi's events and activities.
- Support relationship management with current and prospective high-net-worth individuals trusts and foundations and corporates, such as preparing correspondence and report writing.
- Support the delivery of iOi's Imagineers programme to provide outstanding stewardship to donors.
- Support the delivery of year-round cultivation and fundraising events.
- Help the charity achieve its overall aims by contributing to (and sometimes taking the lead on) projects that cross the organisation such as events.

Key internal relationships – who will you be working with in iOi?

- Reports to the Development Manager.
- Liaison with the SLT (CEO, Director of Experience and Learning, Director of Development and Communications and Director of Finance and Enterprise).
- Work closely with other team members (Lab Manager, Development Manager, Head of Marketing and Communications and Team Operations Manager and Team Operations Assistant).

Key external relationships – who will you be working with outside iOi?

- Donors/potential donors, both individuals and organisations.
- Donor intermediaries – Family Offices, Family Office Service
- Providers, Philanthropic Offices at major Banks.
- Partner organisations.
- Fundraising volunteers.
- Fundraising consultants/freelancers.
- Suppliers (e.g. Give Clarity in regards to the CRM database or WealthX for prospect research).

Main responsibilities - what will you do day to day?

1. Manage the database (a Salesforce based CRM), ensuring all development records are kept up to date and cleaned; and develop and manage reports that provide relevant insights for the SLT.
2. Be responsible for the correct logging of income on the database.
3. Ensure all donors are thanked in an accurate and timely manner. Creating and managing general thank you letter and email templates.
4. Support the creation of engaging and effective communications (letters, emails, blog posts etc.).
5. Carry out in-depth prospect research to support approaches.
6. Support the Development team in developing and delivering outstanding stewardship through the iOi Imagineers programme.
7. Support on the Development team in delivering cultivation events, assisting on developing, coordinating and managing guest lists, support the development and delivery of Save the Date letters and emails.
8. Ensure staff follow up is implemented after each event and co-ordinate the process.
9. Work with the Experience and Learning team to manage the central record of impact data and to maintain a bank of qualitative feedback (stories, quotes etc.).
10. Undertake any other duties as may be reasonably required.

Person specification – what are we looking for?

Essential

1. Highly motivated with desire to build experience and gain new skills in the charity sector.
2. Adaptable and flexible, able to remain calm and work effectively in a creative and fast changing environment.
3. Team player with proven ability to build strong working relationships.
4. Excellent written and verbal communication skills and ability to tailor your approach to your audience.
5. Excellent numerical skills with demonstrable experience of managing budgets and/or keeping accurate financial records.
6. Proven ability to organise and plan own workload, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives.
7. Proven ability to use own initiative to problem solve.
8. Demonstrable high attention to detail and ability to maintain accurate records.
9. Strong working knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook).
10. Passion for the mission of the Institute of Imagination.

Desirable

11. Demonstrable interest in children's development.
12. Proficiency in using a CRM package and undertaking accurate data entry.
13. Experience of using other digital tools such as Adobe InDesign and project apps (e.g. Slack).
14. Experience of developing filing systems and other office processes.

Application process – how do you apply?

Candidates should send their CV, full contact details, and a cover letter outlining their experience and suitability for the role (referring to the person specification) to kathryn.wilson@ioi.london.

Closing date: Monday 18 December, 9am

Interviews: Thursday 4 January 2018

For more details about the Institute of imagination, please visit www.ioi.london.

Terms and conditions of employment

- £19,000 per annum
- 35 hours per week
- Fixed 12 month contract with view to extend
- To be based at office in Second Home, Shoreditch
- Childcare voucher scheme
- Annual leave entitlement: 28 working days per annum
- Part of the workplace pension auto enrolment scheme

