

Job Title: Head of Development



Introduction

iniva is looking for a care-led and thoughtful Head of Development, a fundraising and communications professional committed to furthering the organisation's stability and growth. You will be committed to supporting iniva's artistic mission by managing and providing strategic direction for income generation. You will be someone who can act as a senior ambassador for the organisation as well as someone with the ability to manage relationships to the highest level.

iniva is embarking on a major five-year National Lottery Heritage Fund (NLHF) -funded project, Living Legacies - Community, Collaboration and Radicality which will shape its direction for the future. We are seeking a versatile fundraising professional with a strong understanding of communications, to demonstrate impact, widen audiences and underpin income generation as we embark on an exciting new chapter.

Central to the next phase for iniva is ensuring its future resilience and sustainability. The Head of Development role has been established to lead and implement an ethical and strategic approach to fundraising, to enable sustainable growth in the organisation's business model. Key responsibilities include setting and managing the organisation's fundraising strategy and overseeing the communications plan, managing relationships with key funders including Arts Council England and NLHF. Embedding a culture of fundraising across our activities is a key priority, working closely with the Artistic Director and Finance & Operations Director.

The Head of Development has specific responsibility for developing and delivering ethical, strategic, and robust income generation including fundraising from and managing relationships with trusts and foundations and individual donors. Responsible for securing iniva's income, this role will promote the story of iniva's successes and impact in supporting artists and communities of the Global Majority and cultivating new partners and audiences to support the organisation and its assets including the Artistic Programme, Stuart Hall Library and iniva's Archive.

About iniva

iniva is a visual arts organisation whose artistic programme reflects the social and political impact of globalisation, encouraging discourse and debate on issues surrounding the politics of race, gender and class.

Founded 30 years ago, in 1994, under the leadership of renowned academic Professor Stuart Hall, iniva is a non-profit organisation based in London. It has established itself as a pioneering arts organisation in the UK and beyond.

With the Stuart Hall Library acting as a critical and creative hub for its work, iniva collaborates with artists, curators, researchers and cultural producers to challenge conventional notions of diversity and difference. The library holds a collection of over 10,000 publications, including artist books, monographs, exhibition catalogues, journals and zines, as well as an archive of iniva's history promoting the work of Black and Asian artists such as those from the Black British Arts Movement.

iniva's programme supports artists and cultural producers at different stages in their careers, offering residencies, developing research, commissioning new work and promoting practice which enables artistic ambition and development. By cultivating innovative thinking, iniva is committed to disseminating research across a wide cultural spectrum and geographical network. Our ambition is to build a greater body of knowledge around each of the artists with whom they work to ensure the legacy of their practices for future generations of researchers and audiences. Our mission is for everyone to know the global histories and legacies of internationalism and the Black British Arts Movement to invest in its future.

About Stuart Hall Library

iniva is the home of Stuart Hall Library, a specialist library that centres art and theory publications from the Global Majority, African, Asian, Caribbean, Polynesian, Latinx, and diaspora perspectives.

Named in honour of iniva's first chairman and cultural theorist, Professor Stuart Hall, the library holds a reference only collection of over 10,000 publications on the history of international contemporary visual art and culture. The collections include over 4,000 exhibition catalogues, 3,500 monographs, 400 journal titles with many rare items important to the Black British Arts Movement, and a growing collection of contemporary artists and activist zines on the politics of race, class, gender, and sexuality.

The library provides a context for iniva's archives and the opportunity to study the institution's legacy preserving and promoting the work of artists of African and Asian descent born or based in the UK since 1994. The physical archive contains artist files, slides, ephemeral material documenting iniva's activities and a substantial audio-visual collection of artists' films and interviews. The library also plays a significant role in iniva's artistic programme through running talks, exhibitions and events including the Research Network Programme.

About Our Business Model

iniva is an Arts Council England (ACE) National Portfolio Organisation (NPO) and as such we receive regular funding from ACE. In fulfilling our obligations as an NPO we create work of artistic and cultural excellence and are innovative in the way our work engages with audiences. In 2023, NPO funding represented 41% of our annual income with 6% coming from trading activities such as the sale of artwork, exhibition and event income or sale of publications. The remaining 53% came from other fundraising primarily trusts and foundations alongside donations through our Friends scheme that has excellent potential for growth.

Main purpose of the role

The Head of Development is a new role at iniva which takes responsibility for iniva's fundraising and income generation strategy holding our relationships with key funders. The postholder will contribute to the organisation's strategic plan and will take the lead on fundraising, communications, public relations, marketing, and other income generating activities. The role is responsible for ensuring the smooth running and growth of the organisation through successful and experienced communications and relationship management in dialogue with the Artistic Director and Finance & Operations Director.

As outlined in our introduction this is a new role for the organisation. The Head of Development reports to the Finance & Operations Director. The role will be supported by the Communications Coordinator (currently fixed term until March 2025).

Crucially, as the role sits within a refreshed structure for the organisation, the new Head of Development will have the opportunity to shape the role around their strengths and working style. The main duties of the role provide a framework for the position.

Main Duties of the Role

Strategy and Leadership

- Take lead responsibility for iniva's fundraising strategy to meet organisational targets, including developing new initiatives to increase income, applying for new funding and managing existing fundraising activity and relationships.
- Oversee iniva's communication plans, including exploring ways to develop new supporters through telling the story of iniva's activities and managing a PR and marketing plan to promote the organisation's work and impact.

Income Generation – Fundraising

- Lead iniva's strategic fundraising campaigns and deliver to agreed targets, including reporting and evaluation to relevant stakeholders, funders and the Board;
- Develop and manage fundraising campaigns and events to generate new fundraising relationships with individuals;
- Prepare and submit fundraising applications to trusts and foundations and statutory funders including managing and coordinating key existing relationships including (but not limited to) with The National Heritage Lottery Fund, Arts Council England and Freelands Foundation;
- Building and managing relationships with funders and fundraising prospects suitable for supporting iniva's work, primarily through Trusts and Foundations and statutory sources;
- Work with the Co-Directors and wider staff team to identify potential fundraising opportunities to provide support for programmes, the Stuart Hall Library and iniva's Archive.
- Coordinate iniva's fundraising with individual supporters and corporate sponsors to ensure funding from these sources complements and supports major grant funding effectively

Income Generation – Other

- Working with the Co-Directors, identify and exploit income generating opportunities around iniva's programme particularly in relation to major arts events nationally and internationally e.g. Frieze, 1:54 Art Fair, London Gallery Weekend, Venice Biennale, and book fairs such as Offprint.

Communications

- Lead the team in ensuring best practice in evaluation and project monitoring to ensure robust reporting to Arts Council and other key funders;
- Work with the Communications Coordinator to implement the communications plan, including digital and social media, to increase visibility and attract new supporters;
- Oversee iniva's platforms including website, social media and support the Communications Coordinator and in implementing and running campaigns and keeping iniva's communications channels up to date;
- Oversee the management and development of iniva's brand including implementing brand guidelines for content to reflect the core of iniva's work, values and ambitions alongside funder requirements;

General Management and Governance

- Report to the Board on development and communications including preparing updates for Board papers and attending meetings;
- Manage income generation and communications budgets to ensure resources are managed as effectively as possible.

HR

- Line management of the Communications Co-ordinator

As a member of the iniva team:

- Support the philosophy, aims and objectives of iniva and champion our work;
- Promote and support equality, diversity and inclusion for all staff, contractors, volunteers and stakeholders;
- Uphold collective responsibility; knowledge sharing and team working across the organisation;
- Engage in continuing professional development, seeking to stay up to date with best practice in your area of work;
- Monitor and meet iniva's environmental responsibilities, priorities, actions and targets.

Who We Are Looking For

We are looking for someone with a proactive, self-starting leadership and working style who would enjoy the opportunity to shape the future of the organisation through income generation and strategic communications. You will be someone with a passion for the work of iniva and a belief in the work that we do. You will be someone who can lead by example through the highest level of relationship and stakeholder management and a clear ability to tell iniva's story to a wide and diverse audience base.

You will be someone who can build trust, lead and inspire others through your communication skills and who can develop clear and compelling narratives to generate income.

Your experience and knowledge will include successful fundraising and/or income generation within the cultural or charity sector, and experience of developing clear and compelling storytelling to communicate an organisation's impact. You will have a working knowledge of the cultural sector funding landscape. You do not need to have held an equivalent Director role already –

your understanding of the work of iniva, your capacity for the duties of the role, and your ability to create and deliver an income generation strategy are the foremost considerations.

Person Specification

Essential

- Clear income generation skills including demonstrable experience of growing income from statutory funds, trusts and foundations
- Experience of bid-writing and/or tender submissions;
- Excellent communication skills with a wide range of stakeholders, including the ability to communicate a vision, build trust and craft a persuasive narrative;
- A track record of meeting income targets;
- Detailed knowledge of the current fundraising environment and the challenges facing those raising funds within the charity, arts and culture sectors;
- Demonstrable ability to monitor and evaluate initiatives and programmes and communicate impact;
- A working knowledge of digital communication and marketing tools;
- An understanding of iniva's mission and a commitment to its values;
- A commitment to centering diversity, inclusion, accessibility, and social impact in your work by demonstrable, practical means;

Desirable

- Good knowledge of the museums, galleries, visual arts and/or higher education sectors in the UK;
- Experience working with a major public funder such as NLHF, ACE or similar
- Demonstrable experience of managing a team with a strong ability to build team spirit to create an inclusive work culture;
- Experience of leading communications for an organisation;
- Experience of strategic business planning.

Terms and conditions:

Reporting to: Finance & Operations Director (Co-Director)

Contract: Permanent

Working hours: 4 days per week

Location: At present the team work between home and the office at the Stuart Hall Library in London. We would expect this role to work at least 2 days a week from the office (with at least one of those days crossing over with the Co-Directors).

Salary: £38,400 per annum (£48,000 full-time equivalent pro-rated)

Annual leave: 16 per annum plus pro rata public holidays

How to Apply

To apply for the Head of Development at iniva, please send a supporting statement (of no more than 2 pages) outlining why you want to work for iniva and how you meet the person specification, and your CV (no more than 2 pages) to recruitment@iniva.org Supporting Statements and CVs should be submitted as attachments in either PDF or Word formatting.

As part of your application please also provide the names of two referees who can be contacted upon receipt of a conditional job offer. Please also complete our Equal Opportunities Monitoring form which can be downloaded [here](#).

We guarantee first round interviews to candidates who self-identify as having a disability and have demonstrable senior fundraising experience. If you see yourself as someone who meets these criteria, please say so in your supporting statement.

Deadline: 11.59pm on Sunday 3rd November. Applications received after this time will not be accepted.

Interviews: First round interviews will take place on **Monday 11th November**. This will involve a short presentation, or similar and full details will be provided in advance upon invitation to interview. A second-round interview will then place, if required, will take place on **Tuesday 19th November** for successful candidates.

If you require any of this information in an alternative format, then please email info@iniva.org