



Creative Mapping: Designers Lab ©Jemima Yong

Head of Development

Recruitment Pack

Closing Date: Monday 13 April 2026 at 5pm

Interview Date: Wednesday 29 April 2026

ABOUT US

iniva (Institute of International Visual Arts) is a London-based arts organisation and registered charity, founded in 1994 to address the lack of representation of artists from African, Asian, Caribbean, and diasporic backgrounds in the UK's visual arts sector. We explore themes of race, identity, migration, and social justice through exhibitions, commissions, residencies, community projects, and publishing.

Our home is the Stuart Hall Library, a free, publicly accessible research centre dedicated to global and diasporic art histories. It houses an extensive collection and iniva's institutional archive and is the welcoming space for our core programmes. Each year, our work reaches over 70,000 people in person and online. While based in London, we reach national and international audiences through creative partnerships and digital platforms.

Our mission is to nurture anti-racist, equitable spaces where Global Majority artists and communities can connect, create, and thrive. We believe everyone should have access to art from a global perspective.

OUR BUSINESS MODEL

iniva is an Arts Council England National Portfolio Organisation (NPO), receiving regular public investment in recognition of our commitment to artistic excellence, innovation, and meaningful public engagement. We are also supported by The National Lottery Heritage Fund (TNLHF), which funds our major *Living Legacies* programme. Together, this public investment reflects our role as a trusted cultural leader, producing ambitious, critically engaged work that connects artists, ideas, and communities.

In 2025/26, core ACE NPO funding represented 45% of our annual income, with TNLHF contributing 14%. The remaining 41% was secured through diverse fundraising streams, primarily trusts and foundations, complemented by donations from our Friends scheme and trading activities. Both areas offer significant potential for future growth as we deepen supporter engagement and further diversify our commercial income base. Our 2026/2027 budget includes expenditure of £789,000 and a fundraising target of £120,000.





STAFF STRUCTURE

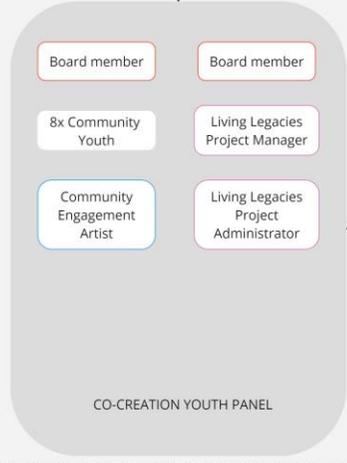
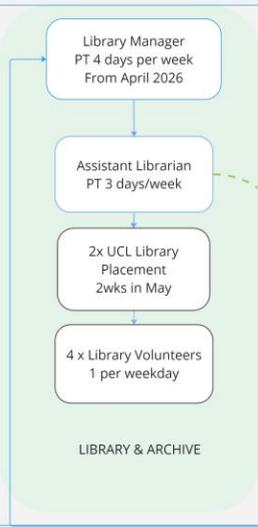
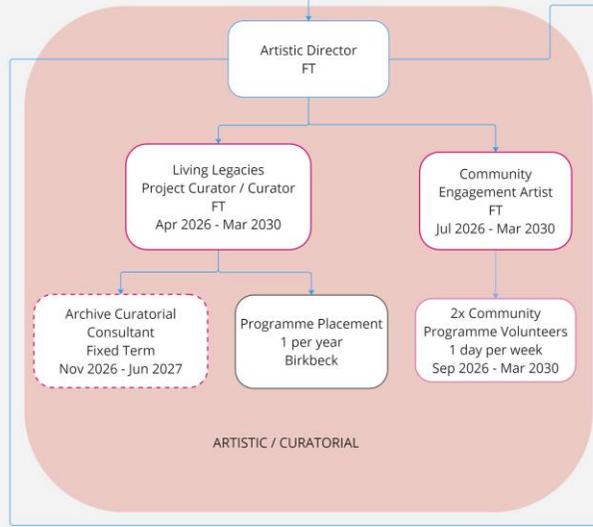
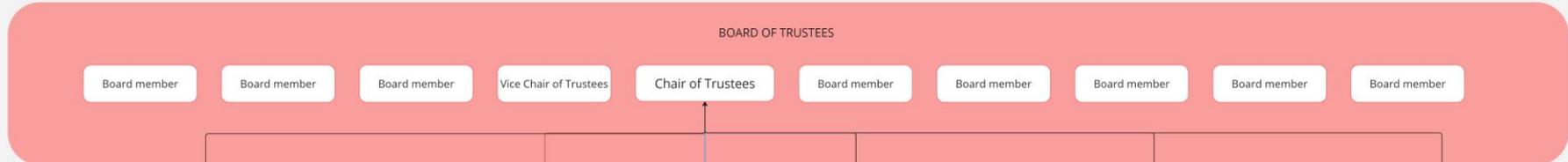
iniva is led by Co-Directors Sepake Angiama (Artistic Director) and Susannah Gorgeous (Finance & Operations Director), supported by a culturally diverse Board of ten Trustees chaired by Anita Bhalla OBE. The Board meets quarterly, with four sub-committees - Fundraising & Ethics, Finance, People & Practice, and Environmental Responsibility providing additional oversight and guidance.

iniva's core team includes the Co-Directors, Communications Coordinator, Programme & Fundraising Assistant, Curator and a Library and Archive Team made up of the Library Manager, Project Archivist, and Assistant Librarian, working closely together to support access, research, and collection development across iniva's programme (see organigram on page 4).

BENEFITS

iniva offers a supportive and flexible working environment, including:

- 20 days annual leave plus bank holidays and additional leave between Christmas and New Year increasing to 25 with service
- Pension contribution (3% raising to 5% after 6 months service)
- Flexible and hybrid working arrangements
- Professional development opportunities
- Access to iniva events and programmes, including a free pass to Tate Britain.



- KEY**
- - - Freelance
 - Reporting
 - Line management
 - ▭ Placement/Volunteer
 - ▭ iniva Trustee
 - ▭ iniva staff
 - ▭ Living Legacies Team
 - ▭ Living Legacies Project
 - ▭ Board of trustees
 - - - Dual role
 - Feedback Loop

JOB DESCRIPTION

Head of Development

Salary: £40,000-£45,000 per annum depending on experience.

Employment Type: Permanent; Starting July 2026

Hours: Full time 5 days (35 hours) per week Mondays to Fridays

Reporting to: Finance and Operations Director

Responsible for: Programme and Fundraising Assistant (0.2 FTE).

The role works closely with the General Manager, who supports funder reporting and compliance.

Location: Stuart Hall Library, London

At present the teamwork 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 Directors.

Role Purpose

Head of Development is a new full-time role at iniva, created to diversify and grow the organisation's income. We are seeking someone to initiate, lead and deliver a development strategy spanning trusts and foundations, individual giving and earned income. The role manages relationships with key funders and cultivates new and existing supporters and donors, while also expanding our earned income from editions and publications.

The Head of Development will work closely with the Artistic Director and Finance & Operations Director to support organisational growth through strong communication and relationship management. The role will report to the Finance & Operations Director. As a small and collaborative organisation, the post-holder will combine strategic leadership with hands-on fundraising activity, including bid writing and relationship management, while also helping to shape the role in line with our ambitious programme and fundraising targets.

They will be supported by the General Manager, who leads on funder reporting, and the Programme and Fundraising Assistant, who oversees fundraising administration. This structure ensures sufficient capacity for the Head of Development to focus on strategic growth.

The Head of Development will be responsible for delivering iniva's annual fundraising target (currently £120,000), with scope to grow income over time through the development of new funding streams and supporter relationships. Success in this role will be measured through the delivery of annual fundraising targets, the development of a strong funding pipeline, growth in individual and corporate support, and the strengthening of long-term relationships with funders and supporters.

This role could suit an experienced Development Manager looking to gain leadership experience or ready to step up to a Head of Development role.

Main Duties

In common with all iniva teams

- To support the philosophy, aims and objectives of iniva and to champion its work.
- To promote and support equality, diversity and inclusion for all staff, contractors, volunteers and stakeholders.

- To uphold collective responsibility, knowledge sharing and team working across the organisation.
- To ensure proper record keeping, filing and archiving of all communications and documentation.
- Attend and support events hosted or facilitated by iniva.
- Ensure that the values and mission of iniva are reflected in all operational activities.
- Act as a public representative and ambassador for the organisation.

Particular to the role of Head of Development

Fundraising Strategy and Leadership

- Lead iniva's fundraising strategy to meet organisational targets, developing new initiatives to increase income, securing new funding and managing all existing fundraising activity and relationships.
- Build and manage relationships with funders and prospects, with a focus on trusts, foundations and statutory sources.
- Provide oversight of funding compliance, ensuring timely reporting to Arts Council England (ACE) and other funders.
- Ensure all fundraising activity aligns with iniva's values and ethical fundraising principles.
- Ensure that donor information and fundraising records are maintained in accordance with GDPR and data protection requirements.

Fundraising - Trusts & Foundations and Statutory Funders

- Prepare and submit fundraising applications to trusts and foundations and statutory funders, including managing and coordinating key existing relationships, with the Arts Council England (as a National Portfolio Organisation) and National Heritage Lottery Fund.
- Develop and submit ACE National Portfolio Organisation (NPO) applications.
- Work closely with the Directors and iniva staff team to identify fundraising opportunities to support programmes, the Stuart Hall Library, and iniva's archive.
- Maintain and manage a pipeline database of funders and fundraising prospects to support iniva's work, primarily through trusts and foundations and statutory sources.
- Develop and deliver strategies to secure matched funding targets for the Living Legacies project from trusts and foundations, individual supporters, and corporate sponsors.

Fundraising - Individual Giving & Corporate Giving

- Develop a structured stewardship programme for individual donors, including cultivation, recognition and engagement opportunities that deepen long-term support for iniva.
- Work alongside Directors and iniva team to manage fundraising campaigns and events to generate new relationships with individual supporters.
- Explore the viability of corporate giving and build on ethically suitable opportunities

Fundraising - Earned Income

- Maximise the potential of iniva's existing earned income streams, including editions and publications, and identify new opportunities for income generation through partnerships, events and programme-related activity.
- Develop income-generating partnerships around iniva's programme, particularly in connection with major national and international arts events such as Frieze, 1:54 Art Fair, London Gallery Weekend, the Venice Biennale and book fairs including Offprint.

Governance

- Work with Trustees to support their engagement in fundraising, including identifying potential introductions, cultivating networks and providing guidance on fundraising opportunities aligned with iniva's mission.
- Organise and prepare quarterly board reports and attend board meetings.
- Serve as the lead development contact for the Board and the Fundraising & Ethics Subcommittee, including arranging meetings, preparing agendas and taking minutes.
- Maintain and update the organisational Risk Register with development-related issues.
- Implement development strategy and policy in line with Charity Commission requirements to ensure compliance with company policies.

HR

- Conduct HR processes including annual appraisals, recruitment, of the development team.
- Oversee appropriate contracting for new development staff.
- Organise and facilitate development team training in line with organisational development goals.

PERSON SPECIFICATION

Essential

- Demonstrable experience of successful bid-writing.
- Excellent communication skills with a wide range of stakeholders, including the ability to communicate a vision, build trust and craft a persuasive narrative.
- Clear income generation skills including demonstrable experience of growing income from statutory funds, trusts and foundations.
- 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.
- A commitment to centring diversity, inclusion, accessibility, and social impact in your work by demonstrable, practical means.
- Experience of cultivating high net-worth individuals and managing individual giving initiatives.
- Strong budget management skills, including the ability to use financial forecasting tools effectively.
- Experience preparing reports at board-level.

Desirable

- Experience of strategic fundraising planning.
- Good knowledge of museums, galleries, visual arts and/or higher education sectors in the UK.
- Experience working with a major public funder such as The National Lottery Heritage Fund, Arts Council England or similar.
- Experience using fundraising CRM systems.
- Understanding of Gift Aid.
- Experience managing a team with a strong ability to build team spirit to create an inclusive work culture.

Applicants must have the right to work in the UK at the time of application.

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 with ‘**Head of Development**’ as the email subject.

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

The deadline for applications is **Monday 13 April 2026 at 5pm**. Applications received after this time will not be accepted.

INTERVIEW DATES

First round interviews will take place on **Wednesday 29 April 2026**. 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 5 May 2026** for successful candidates.

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

DIVERSITY & ACCESS

We warmly welcome applications from people of all backgrounds and life experiences. We particularly encourage candidates who identify as Black, Asian or from other Global Majority communities, disabled people, LGBTQ+ people, and people from lower socioeconomic backgrounds, who are often underrepresented in the arts and heritage sectors.

We are committed to equity, accessibility and antiracist practice. If you would like to share any access needs or request reasonable adjustments to the application or interview process (for example, alternative formats, additional time for a written task, or a support person in the room), please tell us when you apply, we'll be happy to help.

This job description outlines the current responsibilities and expectations of the role. iniva reviews all job descriptions regularly to reflect any changes in organisational needs or individual responsibilities.