



About The Mosaic Rooms

Established in 2008 The Mosaic Rooms is a leading London contemporary arts space dedicated to supporting and promoting contemporary culture from the Arab world and beyond. Our activities focus on a free yearly public programme that delivers 2-3 exhibitions (often new commissions and artist's first in the UK); multidisciplinary live events; creative learning projects (primarily focused on families, schools, and young people). All of these activities are artist led and participant centered and developed through meaningful and collaborative partnerships. We aim to be responsive, empathetic, and discursive about the lived cultures of our local and global audience, artists and participants. We offer a curatorial approach that focuses on enabling, supporting, and developing artists and their projects. The Mosaic Rooms plays a vital role in the UK arts ecology, acting as a platform for audiences, participants, cultural programmers, curators, and researchers to engage and learn with.

The Mosaic Rooms is becoming an independent charity in January 2025. We are now seeking a Development Manager - a new senior position at The Mosaic Rooms, to support the implementation and guide our new organisation's financial resilience moving forward.

About the role

Job title: Development Manager

Salary: £38-40,000, Full time

Key Relationships:

Funders, Supporters & Prospects

Senior Management Team

TMR Board

Responsible to:

Director

In the new post of Development Manager, you will be joining The Mosaic Rooms small and committed team at an exciting period. The role offers the opportunity to support the implementation of our vision for a unique London cultural space that embodies our strong artistic and community values, while ensuring our future sustainability through diverse income streams. We are seeking someone who shares our commitment to creativity, experimentation, and shared learning through inclusivity, equity and care.

Purpose of the Role: This senior role is integral to the long-term viability and impact of the organisation and its programmes. Working closely with the Director you will be responsible for the organisation's overall fundraising strategy, its implementation and reporting.

As a small team, the emphasis is on a flexible, supportive and inclusive working environment that prioritises collaborative working and problem solving. You will have the opportunity to shape strategy, lead initiatives and build relationships.

Key Tasks and Responsibilities

Fundraising and Management of Funds

- To oversee with the Director the development and delivery of the fundraising strategy and targets for activities and programmes
- To develop TMR's case for support and a pipeline of potential targets for applications to Trusts, Foundations, local authority and statutory grants
- To write and develop funding applications and prepare budgets
- To implement strategies to develop potential giving from individuals, corporates and legacy giving
- To manage the establishment of an individual giving programme
- To manage the development of strategies to increase earned income including bookshop, studio and venue hire
- Liaise with Communications Manager to help develop strategies using case studies for profile building campaigns

Information Management

- To ensure all donations are recorded accurately, individuals are credited appropriately, and oversee the preparation of Gift Aid claims
- To manage and maintain funding agreements with core funders and lead on contract management and reporting processes, including reporting on audience data and impact evaluation
- Develop the CRM database, ensuring it holds comprehensive, up to date information on patrons and donors

- Manage reporting on audience data and impact evaluation, as well as for annual reports.
- Assist with research and data needed for board and advisory groups to make informed strategic decisions

General

- Support the Director to develop a resilient organisation
- Support the development of our new organisation and develop relevant policies and procedures
- Actively participate in the London contemporary art world and network with artists, gallerists, funders and institutions to promote our work as widely as possible.
- Have the ability to work evenings and weekends on an occasional basis, for which time of in lieu will be given

Essential:

- 5+ years in relevant role within an arts context
- Development and fundraising experience
- Strong interpersonal skills and the ability to work well with internal and external stakeholders
- A strong awareness of issues of equality, cultural diversity and safeguarding, with a commitment to Equal Opportunities
- Strong engagement with the organisation's values
- Excellent planning and time management, with the ability to multi-task, delegate and prioritise within a busy working environment
- In depth knowledge of and familiarity with the arts funding system
- Successful fundraising experience from Trust and Foundations, local authorities and other public bodies and individual philanthropy
- Ability to negotiate with stakeholders and potential funders
- Experience of developing networks that will support the fundraising and financial resilience of TMR
- Good evaluation, communication and case study writing skills
- Good IT and CRM skills
- Holder of a UK passport or current UK work visa with the right-to-work

Desirable:

- Knowledge of national and international arts organisations and a good network of contacts
- Experience of working directly with artists, producers, writers and curators
- Knowledge of audience development in the arts
- Comfortable with public speaking and public representation
- Spoken Arabic

TO APPLY:

Email contact@mosaicrooms.org with 'development manager' as subject by midnight on 5 November 2024.

Please send a cover letter (no more than 2 sides of A4), and please ensure that you address:

1. What interests you about the post and working at The Mosaic Rooms
2. Information on how your skills, abilities, and experience match the key points in the job description and person specification.

On your CV, please ensure that you include:

1. Your contact details.
2. Details of your current and previous employment with dates
3. Contact details for two professional referees (we will not contact referees prior to a successful applicant accepting the job

The Mosaic Rooms is an inclusive employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector.

If you require the applications in any other formats or want to submit your application in any alternative media please get in touch and we will be happy to help!

