Events and Donor Engagement Officer

Are you passionate about bringing art to everyone? Do you believe in the power of digital to transform lives?

We’re looking for an enthusiastic Events and Donor Engagement Officer to join our friendly and dedicated team. In this exciting role you will play a key role in Art UK’s programme of donor engagement, communication and fundraising. You will be responsible for managing Art UK’s programme of events for supporters, from drinks receptions to private dinners and tours of artists’ studios.

We welcome and encourage applications from candidates who are under-represented in the creative industries, particularly individuals who experience physical, mental, or social barriers to accessing the arts.

About Art UK

Art UK is an art education charity on a mission to make the art in UK public collections accessible to everyone – for enjoyment, learning and research. It enables a global audience of five million people a year to learn about the UK’s national art collection by digitising artworks and telling the stories behind the art. In addition to innovative engagement tools such as Tagger and Curations, Art UK is currently working on new initiatives including a major learning programme, making this a truly exciting time to join the organisation. Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (1096185) and in Scotland (SC048601). For more information, please visit artuk.org.

About you

You will be an energetic and proactive individual who is comfortable researching and liaising with venues, suppliers and stakeholders at all levels. You will have an enthusiasm for organising engaging events for supporters, and will be committed to expanding your knowledge and experience of fundraising. You will understand the value and importance of high-quality donor stewarding, be well-organised, and comfortable working accurately with data. You will be full of initiative with the ability to work independently and autonomously.

At Art UK you will be supported within a small development team that is focusing on raising funds from a broad range of charitable income streams, including trusts and public funding, corporates, high net worth individuals, online giving and patron schemes. You will report to the Head of Development and will work closely with the Chair of the Philanthropy Board and the Director, and will work collaboratively with colleagues across the organisation. You will promote equality and diversity in all aspects of your work – with the public, colleagues and external partners.
Key responsibilities

- Managing the supporter event calendar, ensuring this is planned and promoted to all supporters at the beginning of each year
- Researching, coordinating and liaising with event venues and suppliers
- Composing and distributing event invites, supported by the Head of Development and Marketing team
- Manage guest lists, ensuring internal processes are followed for distributing invites and recording responses, and managing attendance records on the CRM database
- Processing guest requirements for events and communicating these to suppliers
- Be the point of contact for each event and ensure detailed event plans are produced and circulated in a timely manner
- Providing hands-on assistance at events, including meeting and greeting guests and recording attendees
- Conducting prospect research for event guests and circulating internal notes ahead of events
- Coordinating event follow-ups with guests and Art UK staff
- Providing administrative support for the Development team, including coordinating renewal mailings, regular email newsletters, thank you letters and event invitations
- Be the first point of contact for enquiries to the Development team and manage the supporter’s inbox

Necessary skills

- Essential: Experience planning and delivering fundraising or donor stewarding events
- Essential: Ability to develop and maintain strong working relationships with internal and external stakeholders
- Essential: Strong time management skills, ability to multitask against strict deadlines, with a focused and calm approach
- Essential: First-class written and spoken communication skills and the confidence to engage and work effectively with a wide range of people
- Essential: Ability to understand diverse interests of audiences across all giving levels, and how to develop messaging strategies that engage them
- Essential: Excellent IT skills, including mail merge and excel
- Essential: Copywriting, proofing and editing skills
- Essential: Experience working with CRM databases
- Essential: Excellent awareness of fundraising best practice and legislation, particularly in relation to donor data including GDPR
- Essential: Self-motivated and reliable, with exceptional time management and organisation skills
- Desirable: Experience working in fundraising or relationship/account management
- Desirable: Experience planning an events programme for a charitable organisation
- Desirable: Experience using Mailchimp
- Desirable: Active interest in the visual arts and awareness of UK art collections
- Desirable: Experience working with a diverse range of audiences
- Desirable: Experience working on projects with a broad range of partners
Contract terms

- Full-time, permanent contract
- Salary £25,000 per annum
- Three-month probationary period
- One-month termination clause
- Work from home, anywhere in the UK

Benefits

- 25 days annual leave plus regional Bank Holidays (pro rata)
- Paid Christmas closure period (Christmas Day to New Year’s Day)
- Flexible working hours
- Workplace pension scheme
- Training and development opportunities
- Mental health and wellbeing support
- Above statutory paid sick leave
- Enhanced paid parental leave

Application

Please visit our website to download the application form. To apply, please submit your completed application form to recruitment@artuk.org by 9am on Friday 25 August 2023. If you are experiencing issues downloading the document or require support in completing your form, please contact info@artuk.org.

Forms must be sent in MS Word or a format compatible to MS Word. Please do not send PDFs. Applications sent as a PDF will not be accepted.

Interviews will be held via video call on Tuesday 12 September 2023. If you have not heard from us within three weeks of the closing date, please consider your application unsuccessful.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) references to protected characteristics, names of educational institutions and indications of political affiliations.

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