



JOB DESCRIPTION	
Job Title	Patrons Manager
Department	Barbican Development
Grade	D
Location	Barbican, Silk Street, London EC2Y 8DS
Responsible to	Senior Philanthropy Manager
Responsible for	Philanthropy Officer

The Barbican

The Barbican Centre is one of Europe’s leading arts and learning venues. We work with exceptional artists to build a creative international programme that crosses art forms. We're both a civic space for our communities and a multi-platform venue showcasing the best artists, musicians, directors and actors to global audiences.

We are London’s creative catalyst for arts, curiosity, and enterprise. We spark creative possibilities and transformation for artists, audiences, and communities to inspire, connect and provoke debate. We are a place where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer locally, nationally, and internationally.

Our core values are: Inclusive; Connected; Sustainable; Joyful; and Daring

Fundraising at the Barbican

The Development department is responsible for securing revenue from a variety of sources including donations, grants, patronage, sponsorship and corporate memberships. This is used to support an inspiring programme of artistic events, learning activities and community work. The department works closely with internal teams, partner organisations, the Barbican Board and the Barbican Centre Trustees to maximise income and support for our arts and learning programmes. This is a particularly interesting and exciting time for the Barbican, with a new Director for Arts & Participation joining and an imminent major Barbican Renewal capital project. The Development department are key to making these major ambitions possible and we are working closely with the CEO and Artistic Director to develop relationships and support for the new activities. Our goal for revenue fundraising in 24/25 is to raise £2.5m across philanthropy and corporate income i. Gifts from individual donors will contribute around £850k towards this target with the Patrons programme bringing in c. £250k through gifts ranging from £1,500 to £10,000+.

Purpose of Post

- To develop and lead the Barbican Patron’s programme, maximising income potential and delivering outstanding donor experiences at the Barbican and beyond.

- To develop and manage a portfolio of existing and prospective donors and lead on their on-going stewardship, cultivation and engagement.
- To meet agreed income targets that contribute to the ongoing success of the Barbican's artistic vision.

Main Duties & Responsibilities

Strategy, Planning & Service Delivery

1. Lead on the delivery of the Barbican Patrons strategy, ensuring that targets are met in line with agreed expenditure budgets.
2. Identify prospects and develop cultivation and solicitation plans, including renewals and uplifts.
3. Manage a personal portfolio of potential and current donors and lead on approaches for gifts of £1,500+ involving Trustees or senior volunteers as required.
4. Co-ordinate on approaches for gifts of £10,000+ with the Senior Philanthropy Manager, Head of Philanthropy, Director of Development and Senior Leadership Team.
5. Manage and support the Philanthropy Officer, who provides administrative and donor relations support. Undertake all performance management processes, with support from Human Resources as required.
6. Lead the ongoing stewardship of donors, ensuring Patrons receive a high-quality experience. Continually champion the donor experience by evaluating their feedback and encouraging colleagues to consider their perspective.
7. Draft impact reports as required.
8. Work with the team to identify Patrons who can become major donors and consider how Patrons might strategically benefit any future capital campaign.
9. Create and deliver the Patrons Communications & Marketing Plan.
10. Plan and manage an engaging and high-quality patron events programme from behind the scenes tours, to theatre receptions and exhibition openings.

Operations, Financial Management & Reporting

11. Ensure administrative processes are consistently applied with regard to prospect research, donor records, gift agreements, acknowledgements and recognition, and pledge schedules.
12. Liaise with Audience Experience, IT, Finance and other departments to ensure implementation and seamless operations for Patrons programmes.
13. Support the management of income and expenditure budgets; develop and maintain records for Barbican Centre Trust reporting; and contribute to programme and departmental planning and reporting.
14. Ensure all Patrons' activity remains fully compliant of HMRC Gift Aid legislation, and effectively research and communicate any subsequent changes.
15. Effectively and proficiently use the Development Database (Spektrix) to track all approaches, donor agreements, benefit delivery and events management. Work with other members of the team to input relevant information into the system.
- 16.

Best Practice Approach and Other Duties

17. Keep abreast of changes in fundraising best practice and related legislation, and ensure compliance with the Fundraising Regulator, HMRC Gift Aid Legislation, VAT, the Data Protection Act, and U.S. IRS gift rules; and contribute to any changes to procedures and working practices, as appropriate.

18. Implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post.
19. To seek to implement the Barbican Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the post.

PERSON SEPCFICATION

Please find below the key skills and experience required to undertake this post.

Essential

- Experience of working with Patrons/High level donors and/or a membership scheme within the arts and culture or charitable sectors.
- Ability to deliver fundraising targets, and familiarity with financial tracking.
- Excellent interpersonal and communication skills: socially confident, diplomatic, with strong advocacy skills – to build solid and enduring relationships with patrons and potential patrons.
- Ability to work in a target driven environment and achieve results.
- Adaptable and flexible approach to work to achieve agreed deadlines within tight schedules and under pressure.
- Commitment to donor stewardship at the highest level with experience of organising and hosting social events for donors/clients.
- Excellent written and verbal communication skills, with the ability to create a compelling case for support and to communicate this effectively both face-to-face and in writing.
- Excellent time and project management skills, with the ability to juggle competing priorities and deliver to deadlines.
- Entrepreneurial, proactive, and self-motivated, with a demonstrable desire to achieve results, and an enthusiasm for working in a fast-paced arts environment.
- A flexible approach to work, with the ability to work outside standard hours as required.
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.
- High degree of computer literacy, with knowledge of Windows-based applications including Word, Excel, PowerPoint, and Outlook, as well as relationship databases and internet applications.
- Knowledge of trends, techniques, and best practice in fundraising and external relations.

Desirable

- Experience of working on ticket booking systems and databases, in particular Spektrix.
- Experience of coaching team members and influencing others to achieve results.
- Experience in fundraising in classical music, visual arts or theatre.

Other Relevant Information

The Barbican Development Team currently have a blended model of 3 days working in the office and the remaining days remotely Typical working hours are 9.00/9.30am – 5.00/5.30pm with an hour lunch. Occasionally work may be required out of normal office

hours to work at breakfast, evening or weekend events and performances. These events are generally planned well in advance and time off in lieu is given.

Recruitment – Note to Applicants

The key skills and experience will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). Be as specific as possible, we cannot guess or make assumptions but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The starting salary for this role is £41,360 + per annum inclusive of all allowances. This figure will be reviewed annually from 01 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis.

Hours of Work

The hours of work are 35 hours per week excluding lunch break, Monday-Friday, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual leave plus Bank Holidays (pro rata). There are subsequent increases to entitlement to annual leave according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge, and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.

barbican

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Creative Catalyst
for arts, curiosity
and enterprise



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barbican.org.uk/values