VACANCY

DEVELOPMENT MANAGER

Job title	Development Manager
Location	The Arab British Centre, 1 Gough Square, London EC4A 3DE
Reports to	Executive Director
Salary range	£40,000–£50,000 FTE, depending on experience
Contract	Fixed term for two years, with potential to extend depending on funding secured
Hours	Full-time
Holidays	25 days annual leave, plus bank holidays
Start date	As soon as possible

About the role

Ahead of its 50th anniversary, The Arab British Centre is seeking a Development Manager to grow the supporter base needed to fund the organisation's next chapter.

Founded in 1977, the Centre promotes understanding of the Arab world in the UK through arts, culture, education and cultural exchange. As we approach our 50th anniversary in 2027, we have ambitious plans to refurbish our home at 1 Gough Square and secure the long-term of our operations and nationwide programmes such as the SAFAR Film Festival.

This role is central to funding that future. The Development Manager will lead three priorities: capital fundraising for the refurbishment of 1 Gough Square, a founding donor circle for SAFAR Film Festival, and the launch of our first membership scheme. You will also bring commercial insight to the courses and SAFAR products delivered by our programme team, helping us maximise their income potential.

You will lead the capital fundraising campaign, working closely with the Executive Director and Programme Director, and work with them on the donor circle. You will work with the Programme

Manager and Communications and Events Officer on membership. This is a hands-on role in a small team, suited to someone who wants to build new initiatives from the ground up.

About us

What you will own

1. Capital fundraising

Outcome: lead the capital fundraising campaign to raise 30% of the refurbishment costs by Q1 2028, owning day-to-day campaign delivery and working with the Executive Director and trustees to secure gifts.

- Lead day-to-day delivery of the capital fundraising campaign: own the campaign plan, prospect pipeline and timetable, coordinate fundraising activity with the Executive Director and trustees, and report progress against the income target to the Executive Director and the Board.
- Research and qualify prospects, and prepare the case for support, briefings and proposals.
- Prepare and submit applications to trusts and foundations including the City of London's Community Levy Infrastructure Fund.
- Prepare the Executive Director and trustees for the largest asks, which they will make, then follow up and steward donors.

2. SAFAR Film Festival Founding Donor Circle

Outcome: establish a founding donor circle (patrons scheme) for SAFAR Film Festival, working with the Programme Director.

- Design the circle: the offer, giving levels, benefits and timetable.
- Recruit founding donors with introductions from the Executive Director, Programme Director and trustees, and plan cultivation events.
- Run a stewardship programme so that donors hear from us regularly and see the difference they make.
- Keep the donor circle and the capital campaign working as one pipeline, so that prospects can move between them.

3. Membership scheme

Outcome: design and launch our first regular giving scheme in 2027, with 50 members by December 2027, as the foundation of a long-term model.

Membership will offer meaningful benefits to people who regularly take part in our courses and events, such as discounts, free admissions or priority bookings. It will also give those who want to support the Arab British Centre a way to make a regular, unrestricted contribution, helping to fund our programmes and widen access to them.

- Design the scheme, including tiers, pricing and benefits, and run it as a trial with a clear point at which we decide to continue, adapt or stop.
- Work with the Executive Director on the model, and with the Communications and Events Officer on online sign-up, communications and the member journey.

- Track members, renewals, how many members book courses, average course attendance and income per member.
- Develop a plan to grow membership to 300+ beyond 2028.

What you will support

- **Earned income.** Give the programme team who run SAFAR and our courses commercial analysis: costings, pricing, and recommendations on what to scale, adapt or stop. The programme team remains responsible for delivery.
- **Reporting.** Provide pipeline and income figures for regular updates to the Executive Director and quarterly Board reports, and keep contact and follow-up records accurate.
- **SAFAR sponsorship and commercial opportunities.** Support the programme team to develop sponsorship propositions and pitch materials, identify relevant sponsors and commercial opportunities, and prepare the Executive Director, Programme Director and SAFAR team for approaches.

How you will work with us

Executive Director	Your line manager. Agrees the campaign and strategy with you, and makes or joins the largest asks.
Trustees	Open doors to prospects and make or join the largest asks. You will prepare them and plan the approaches.
Programme Director and Programme Manager	Work with you on the SAFAR Founding Donor Circle and you will support them with new commercial partnerships and opportunities.
Communications and Events Officer	Works with you on communications and event support for patron and member activities, online set-up, communications and events.
Programme team	Runs SAFAR and our courses. You provide commercial analysis; they deliver.

What success looks like

Area	What success looks like	By
Capital fundraising	30% of refurbishment costs committed, as a shared target with the Executive Director and trustees. A campaign plan and prospect pipeline in place, with pipeline value, cases for support, applications and meetings tracked.	Q1 2028
SAFAR Founding Donor Circle	Circle established, with founding donors recruited and a stewardship up and running programme running.	December 2027

Area	What success looks like	By
Membership	Scheme launched in 2027 with 50 members. Renewals, course take-up and income per member tracked from launch, and a plan for growth beyond 2027.	December 2027
Earned income	Programme team receive costings and pricing recommendations for SAFAR products and courses, and pilots are reviewed with a decision to scale, adapt or stop.	Ongoing

Person specification

We are looking for someone who has worked in fundraising or business development, who has built income from supporters and is ready to take ownership of a small cultural charity's next phase. You will have shown measurable results, and you will be comfortable preparing others to make the largest asks.

Essential

- A track record of generating income, over five years in business development, fundraising or equivalent responsibility, with measurable results in areas such as capital or major gift fundraising, trusts and foundations, membership or individual giving.
- Experience of building and managing a prospect pipeline, and of preparing senior colleagues or trustees to make major gift approaches: research, cases for support, briefings and stewardship.
- Excellent writing, with experience of cases for support, funding proposals and donor materials.
- Experience of designing, launching or growing a membership, supporter or giving scheme, including setting benefits and prices and using data to test whether it works.
- Confidence with budgets, income targets and simple pricing and break-even analysis.
- The ability to work independently and in a small team, build trust with trustees and senior colleagues, and commit to the Centre's mission, with an interest in Arab arts, culture and cultural exchange.

Desirable

- Experience in a charity, arts, cultural, educational or heritage organisation, including working with trustees or a board.
- Experience of a capital or building-related fundraising campaign.
- Experience of pricing courses, events or other paid learning, or of working with a CRM, ticketing or email marketing system.
- Arabic language skills, or knowledge of Arab arts, culture, film or heritage, or of the UK cultural sector.

To apply

Learn more about The Arab British Centre at www.arabbritishcentre.org.uk

Please send a cover letter explaining your suitability for the role, together with your CV, to jobs@arabbritishcentre.org.uk. Please include "Development Manager and YOUR NAME" in the subject line.

Shortlisted candidates will complete a second-stage exercise informed by the first interview.

Application deadline	29 November.
Interviews	Between 7 – 18 December
Start date	As soon as possible

The Arab British Centre is committed to equality, diversity and inclusion. We welcome applications from candidates of all backgrounds and particularly encourage applications from people who are underrepresented in the arts, culture, and charity sectors.