

## **Development Manager, Trusts and Foundations Recruitment Information Pack**



Closing date for applications: 9am, Monday 9 November 2026  
Interviews: Tuesday 17 November 2026 at Pallant House Gallery

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# Welcome

Thank you for your interest in joining our dedicated and ambitious team as **Development Manager, Trusts and Foundations**.

Pallant House Gallery is a dynamic cultural organisation with an internationally significant collection of Modern British Art and a critically acclaimed exhibition programme. Our mission is to share and stimulate new perspectives on British art and play a pivotal role in the creative lives of our audiences.

We are seeking a skilled and experienced Development professional to grow and maximise income from grant-giving bodies in line with fundraising priorities. Building on success, the challenge ahead is to continue to grow and sustain income from these sources, enabling business as usual at the Gallery as we embark on ambitious plans for an exciting Capital Campaign.

Pallant House Gallery is committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds. If you have any questions about application process or need any additional support, please contact [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk) or phone us on 01243 774557. We will be happy to help.

We look forward to receiving your application.

A handwritten signature in black ink, reading "Simon Martin". The signature is written in a cursive, flowing style. Below the signature is a short horizontal line.

Simon Martin  
Director

# Introducing Pallant House Gallery

Pallant House Gallery is a leading UK museum that stimulates new ways of thinking about art. We explore new perspectives on British art from 1900 to now through an ambitious programme of exhibitions and creative opportunities for all. We invite people from all walks of life to explore our world class collection in a distinctive setting in the heart of Chichester. In 2025/26, the Gallery welcomed over 68,600 visitors.

## Our funding

The Gallery is a charity and operates on a mixed funding model; our revenue comes from earned income (included ticketed admission and events), endowment income, philanthropic and fundraised income and public funding. Our largest regular public funder is Chichester District Council and our Friends and Patrons schemes have over 4,300 memberships, which provide valuable income and support.

## Our people

We currently employ 45 members of staff – led by our Director, Simon Martin - and are supported by over 300 highly committed volunteers. Our Board of Trustees is responsible for the strategic direction of the organisation, with the support of a number of Sub-Committees and external Advisory Groups.

## Our values

### 1. Bold and ambitious

We are ambitious, confident and think big. We strive to be innovative and are not afraid to be experimental.

### 2. Collaborative

We are collaborative, make meaningful connections with our audiences, and provide a space in which people can connect with each other. We make narrative connections within interpretation, connecting Modern British to contemporary, historic and international art.

### 3. Open and welcoming

We are inclusive and open in all communication with our audiences. We are respectful of individuality and provide a warm, supportive and non-judgemental environment for all who engage with us. We are committed to promoting a diverse and inclusive workplace, providing opportunities that are open to everybody and include people from all backgrounds.

#### 4. Outstanding quality

We are committed to achieving the highest standards in everything we do, ensuring a rigorous approach to curatorial and public programming, and an outstanding experience for our audiences at all stages of the visitor journey.

#### 5. Our Commitment

Consideration of our environmental impact and ensuring sustainable development needs to be embedded within the organisation so will inform all our decisions.

### **What other people say**

*“One of the loveliest regional galleries that there is, the Pallant House Gallery houses an exceptional collection of 20th British Art”;* Fiona McKenzie Johnston, House & Garden

*“Second only to the Tate for Modern British art”* – The Guardian

Our current major exhibition [British Landscapes: A Sense of Place](#) (30 May – 1 November 2026) has received over 27,200 visitors to date<sup>1</sup> and generated over 66 pieces of coverage across publications and websites including *The Observer*, *The Daily Telegraph*, *The Financial Times*, *Country Life*, *The Week* and *Artists and Illustrators*.

### **Our location**

Chichester is a cathedral city and the county town of West Sussex, which lies between the South Downs and the sea.

#### Amenities and attractions

The city centre has a great range of shops, cafes and restaurants and a weekly market. It is a 10-minute drive north into the South Downs National Park; a 15-minute drive to Chichester Harbour and a 20-minute drive south to the sandy beach at West Wittering.

Local leisure and cultural attractions include Chichester Festival Theatre, Chichester Gate Leisure Park (cinema, restaurants, entertainment) the Goodwood Estate, West Dean and the Weald & Downland Open Air Museum, and heritage sites such as the 12<sup>th</sup> century Chichester Cathedral, Fishbourne Roman Palace, Petworth House and Arundel Castle.

#### Transport links

Road: Chichester is on the A27 coastal trunk road, which connects the city to the M3, M27 and M275 motorways. There is also access to the north: the A29 to London joins the A27 a few miles outside the city; the A285 runs north-east to Petworth and beyond; and

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<sup>1</sup> to 11 October 2026

the A286 runs towards Haslemere, Surrey. There are a number of large car parks on the outskirts of the city centre, with the closest being a 10-min walk from the Gallery.

Rail: Chichester is a mainline station on the on the West Coastway Line, with regular services to Brighton (50mins), London Victoria via Horsham (90mins), Portsmouth (25 mins) and Southampton (55 mins).

Buses: Chichester bus station, located next to the railway station, is the local hub. Operators include Stagecoach in the South Downs and Compass Travel.

# Job Description

## Details

|               |                                                          |
|---------------|----------------------------------------------------------|
| Job title:    | Development Manager, Trusts and Foundations              |
| Salary:       | c£32,000 per year FTE, prorated to reflect working hours |
| Contract:     | Permanent, part-time                                     |
| Hours:        | 0.6 FTE – 3 days per week / negotiable                   |
| Location:     | Pallant House Gallery, Chichester / Hybrid               |
| Line manager: | Head of Development                                      |

## Purpose of the role

The Gallery is seeking a skilled and experienced Development professional to grow and maximise income from grant-giving bodies in line with fundraising priorities. Building on success, the challenge ahead is to continue to grow and sustain income from these sources to enable business as usual at the Gallery as we embark on ambitious plans for an exciting Capital Campaign.

You will deliver on ambitious fundraising goals by taking a strategic and coordinated approach to grant opportunities. While the focus will be predominantly on Trusts and Foundations, other grant-giving bodies such as statutory funders and corporate foundations will also be in the mix. You will seek to secure critical support for the Gallery's work in exhibitions, learning, community and public programmes as well as for special projects, and capital works. You will research and map all appropriate grant opportunities relative to priority needs, developing exemplary relationships with grant-makers and their representatives and actively cultivating prospects to increase support for the Gallery.

While working closely with the Head of Development on strategy, you will work independently, building networks across the wider team and beyond, and taking responsibility for managing and coordinating grants on behalf of the Gallery.

## Key Accountabilities

### Grants

- Work with the Head of Development and Executive Management Team to deliver an overall strategy for grants fundraising, ensuring that the Gallery raises its income targets and ensuring that fundraising supports the Gallery's Business Plan and strategic priorities.
- Ensure that a sufficient number of high-quality funding applications are made each year in order to support key Gallery programmes and projects.
- Maintain a dynamic annual Grant pipeline with details of opportunities and deadlines.

- Research, develop and prepare high quality applications for funding, liaising closely with relevant colleagues across the Gallery
- Write robust and persuasive funding applications to grant-makers, aligning with their interests and priorities.
- Advise Head of Development on stewardship requirements of key funders, past and present, to ensure funder expectations are met and exceeded, on order to maximise repeat funding.
- Ensure that all due diligence processes are followed when reviewing opportunities with potential new funders.
- Work with the Head of Development to plan an on-going strategy for cultivating relationships with prospective and lapsed Trusts and Foundations and their representatives.
- Pro-actively identify new grant funding prospects for the Gallery, undertaking research as required, using available tools and systematic processes for prospect identification, and creating Trusts and Foundations prospect lists.
- Ensure that existing funders and/or prospects, are included in supporter cultivation and stewardship events where appropriate. Liaise with relevant Gallery colleagues to ensure funder acknowledgements on project materials, press, marketing and publications.
- Manage communications with key people within grant making bodies, on behalf of the Gallery.
- Work closely with Gallery colleagues from different departments (e.g. Curators, Learning and Public Programmes) to identify the strongest new funding opportunities.

#### Research and reporting

- Pro-actively work to initiate and develop relationships with prospective and past funders, to understand their interests, criteria and propensity to support the Gallery.
- Work with colleagues to ensure projects are monitored and evaluated, ensuring that grant terms and requirements are met, and that high-quality reports are submitted according to reporting schedules.
- Brief the Executive Management Team, Head of Development and other colleagues about funders prior to funder meetings. Attend funder meetings where appropriate.

#### Information Management

- Monitor incoming grant payments and budget expenditure, consulting with the Finance team and relevant teams within the Gallery.
- Maintain accurate records of grant makers and grant fundraising activity on the CRM, including logging insights, next steps, current actions, prospect and gift details. Contribute to reports on income for Finance, Team Meetings, Senior Management and appropriate members of the Gallery's Board of Trustees.
- Gather information about funded projects for the purpose of report writing.
- Keep informed about trends, innovation and news in philanthropy, particularly in Trusts and Foundations and tax efficient giving.

- Ensure all activities comply with legal and regulatory requirements, recording progress in the CRM database and contributing to regular financial reports.

The above list is indicative but not exhaustive. As such, in addition to the key accountabilities and responsibilities listed the post holder may be required to perform other duties commensurate with the scope and/or level of the role.

Full training in all aspects of the role will be provided. Regular training in Health & Safety, GDPR & Cyber Security, EDI, and Safeguarding is mandatory for all staff.

# Person Specification

## Key Experience, Skills and Criteria

### Essential

- Proven track record of soliciting and securing funding from Trusts and Foundations, and other grant-making bodies.
- Excellent writing ability.
- Experience of engaging a wide range of stakeholders and excellent relationship management skills.
- Working knowledge of CRM databases.
- High level of financial acumen and literacy especially in budget development and planning.

### Desirable

- Experience of working within an arts/culture/heritage environment.
- Experience of working on/knowledge of applications to the National Lottery Heritage Fund and other grant-making bodies who traditionally support capital development campaigns.
- Working knowledge of the CRM database Spektrix.

### Skills

- Excellent communication skills, with the capacity to produce clear and accurate documentation. Ability to craft compelling cases for support and to communicate effectively through face-to face meetings and written proposals.
- Strong interpersonal skills with the ability to quickly establish credibility and good working relationships with internal and external stakeholders.
- High level of proficiency working with standard business software including MS Office applications (Word, Excel, Outlook, PowerPoint) and general digital literacy.
- Attention to accuracy and detail in all aspects of work.
- An ability to plan and manage own workload, adapting to changing conditions when necessary.
- Ability to work independently as well as collaboratively with colleagues.
- Demonstrates passion and approaches work in a positive, enthusiastic way.

# **Benefits and Wellbeing Package**

## **Holiday Allowance**

- 25 days basic holiday allowance (prorated according to working hours), plus bank holidays
- Extra day off each year to celebrate a birthday or other occasion

## **Pension**

- Auto Enrolment scheme. Currently a 5% contribution from Pallant House Gallery based on whole salary

## **Travel Support**

- Interest free loan scheme for annual season tickets for trains
- Interest free loan for annual car park permits

## **Discounts and free offers**

- 20% discount in the Pallant House Gallery Restaurant and Café (excluding Saturday)
- 20% discount in Pallant House Gallery Bookshop
- Free admission tickets to the Gallery for family and friends
- Free tickets to Gallery talks and online lectures
- Free copies of the lead exhibition catalogues and Gallery Magazine
- Free Preview tickets for Chichester Festival Theatre (subject to availability)
- Free Art Fund 'Professional Art Pass', giving free or reduced price entry to a range of museums, galleries, and historic places across the UK
- Free admission to other partner organisations with which the Gallery has a current reciprocal arrangement

## **Health & Wellbeing**

- Fresh organic fruit provided weekly in the staff room
- Annual flu jab
- Free sanitary products
- Offer of health and wellbeing related counselling (up to six sessions, subject to the confirmation of the session rate) for staff on request from your line manager

# How to apply

## Process

Please complete and return the following forms, which are available to download our website here: [pallant.org.uk/who-we-are/our-people/work-with-us/](https://pallant.org.uk/who-we-are/our-people/work-with-us/)

- Application form
- Equality and Diversity Monitoring form

If you have any access issues or questions about these forms, please contact [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk) or phone us on 01243 774557.

The completed forms should be returned by email to [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk)

## Deadline for receipt of applications

The deadline for applications is 9am on Monday 9 November 2026. Any forms received after this time will not be accepted.

## Acknowledgement of receipt

Email applications will be acknowledged by auto response when we receive them.

Candidates not selected for interview will be informed by email. We regret we cannot enter into correspondence as to the reasons for non-selection.

## Interviews

Interviews for this role will take place on Tuesday 17 November 2026 at Pallant House Gallery.

The Gallery will reimburse candidates who incur reasonable travel costs to attend their interview, on production of a valid receipt or mileage claim<sup>2</sup>.

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<sup>2</sup> We reserve the right to pay a percentage of a candidate's travel expenses if it is felt that the cost incurred was not reasonable (eg. if the candidate chose to drive when they could have attended their interview on public transport at lower cost).

## Equal Opportunities

Pallant House Gallery is an equal opportunities employer and we are committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds.

If you have any questions about application process or need any additional support, please contact [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk) or phone us on 01243 774557.

### Applicants with disabilities

We are committed to employing people with disabilities and wish to encourage more applications from people with disabilities.

If you are considered to be disabled under the Equality Act definition<sup>3</sup> and have demonstrated that you meet the essential criteria for the post, you will be guaranteed an interview. Please indicate whether you consider yourself to have a disability in the relevant section of the application form, along with any arrangements you would like us to make to assist you if you are called for interview.

### Equality and Diversity Monitoring form

The Equality Act 2010 requires us to ensure that we do not unlawfully discriminate against applicants. By completing the Equality and Diversity Monitoring form, you will help us check that we have complied with the law and improve our efforts to diversify our workforce.

Your answers you give will be held as anonymous and confidential data. The information from the forms we receive will be combined and reviewed in aggregate (so that you cannot be identified) and retained for no more than twelve months after the end of the recruitment process.

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<sup>3</sup> The Equality Act 2010 states that a person has a disability if they “*have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.*”