

Camden Art Centre Arkwright Road London NW3

Trusts and Foundations Manager - Permanent, Part-time



Camden Art Centre, 2020. Courtesy of Pentagram.

Camden Art Centre is seeking an experienced **Trusts and Foundations Manager** to join our dynamic Development Department. This part time role has responsibility for researching and preparing written applications to UK or international grant-giving trusts and foundations, corporate foundations, public-sector or other statutory funders and grant-making bodies.

The successful candidate will have at least 4 years proven experience of raising funds from trusts and other grant makers, from smaller more project focussed grants to larger programmatic, core and/or capital grants. They will be able to work independently and be comfortable working towards ambitious income targets, as well as work closely with members of the programme and development team to plan and execute high quality and timely applications that support our long-term artistic and charitable aims.

Camden Art Centre is committed to achieving diversity across our staff, board, programmes and audiences, reflecting our community in North London and internationally. We want and aim to be an open and progressive organisation with equity and social justice at the forefront of our work. We proactively seek to include diverse and under-represented voices and Camden Art Centre operates a zero-tolerance of discrimination. We know that creating a truly inclusive culture is a journey, and we are deeply committed to this journey, including ensuring there is appropriate training and meaningful dialogue across all staff and board members to support commitment.

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We are particularly interested in applications from people from backgrounds that are underrepresented in the museums and galleries sector, including people from low-income backgrounds, people with disabilities, and people from Black, Asian, and ethnically diverse backgrounds.

Camden Art Centre is committed to meeting the needs of applicants with disabilities. Visit our [access webpage](#) for general information. Please see [our recruitment guidance document](#) provided for further information.

This job pack will give you more information about who we are looking for and the role.

We provide [additional guidance notes](#) to help you better understand the recruitment process, the information we need to know about you to understand if you are the right person for this opportunity, and how best to approach completing your application.

Thank you again for your time and best of luck with your application.

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The Shop at Camden Art Centre, 2023. Photo: Rob Harris.

Trusts and Foundations Manager - Permanent, part-time

What is enclosed in this document?

1. Key recruitment information
2. About Camden Art Centre
3. Job Description
4. Person Specification
5. Equal Opportunities guidelines and monitoring

1. Key recruitment information

Closing date for applications: **Monday 6th October 2025 5pm**
Interviews will take place on: **Tuesday 21st October**

Please note that we are unable to consider any applications which are received after the deadline. If you cannot make an offered interview time, we may not be able to give you an alternative.

Unfortunately, due to the high volume of applicants, we are unable to write back to all applicants at the shortlisting stage or to give specific feedback on why you have not been shortlisted. If you do not hear from us by 17th October, please assume that you have not been shortlisted in this instance.

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Applicants must have the right to work in the UK.

Please do not send CVs. Applicants must have the right to work in the UK.

Please send us your completed application form to recruitment@camdenartcentre.org with '**Trusts and Foundations Manager**' on the subject line.

Please also complete the online equal opportunities monitoring form here:

[Equal Opportunities monitoring form](#)

The equal opportunities form is confidential and separate from your application.

If you have any queries regarding the role or any difficulty in completing your form, please contact us at recruitment@camdenartcentre.org.



Camden Art Centre, akâmi: Duane Linklater at Camden Art Centre 2025. Photography by Elliot Baxter.

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2. About Camden Art Centre

Since 1965 Camden Art Centre has been a place for art and the people that make it. Rooted in our local community and internationally acclaimed, we foster a sense of belonging and a deeper relationship to art. We aim to push boundaries and connect people to their own creativity through our exhibitions, residencies, events and learning programmes.

Originally built as a public library, the building now combines historic architecture with open, modern spaces and a secluded garden with free entry for all. Camden Art Centre has always led the way supporting artists and audiences to create and engage with the most vital and inspiring contemporary art and culture today.

Our vision

For us all to be empowered to explore our creativity and to deepen our enquiry of the contemporary world.

Our mission

To be a space to look, make, think and talk about the most vital and inspiring contemporary art and culture today; a place to connect to your creativity.

Our values are to be:

Open

Thoughtful

Challenging

Rigorous

and to centre creativity in everything we do.

Camden Art Centre has championed over-looked and under-represented artists from every generation. From early shows like 'Contemporary African Art' in 1970, to the very first UK exhibitions of then little-known figures like Hilma af Klint in 2006, Forrest Bess in 2022 and Martin Wong in 2023. For over 50 years, we have worked ahead of the curve, giving early support and exposure to artists including Phyllida Barlow, Sophie Calle, Martin Creed, Mary Heilmann, Kerry James Marshall, Mike Nelson, Laura Owens, Veronica Ryan, Yinka Shonibare, Kara Walker, Christopher Wool and more recently Allison Katz, Walter Price and Mohammed Sami.

Our world renowned exhibitions programme supports artists at every stage of their careers, enabling them to make work that is relevant for today: brave, challenging, engaging and vital.

Camden Art Centre is an Arts Council England (ACE) National Portfolio Organisation (NPO) and a registered charity governed by a Board of Trustees. We have a team of around 25 plus Front of House and artists and freelancers who work on our programmes.

[Tap here to explore](#) our archive, featuring past exhibitions, residencies and projects.

For more information, visit camdenartcentre.org

YouTube: [Camden Art Centre - YouTube](#)

Instagram: [Camden Art Centre \(@camdenartcentre\)](#) • [Instagram photos and videos](#)

X: [Camden Art Centre \(@CamdenArtCentre\)](#) / [Twitter](#)

Facebook: [Camden Art Centre - Home | Facebook](#)

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Benefits Include:

- 25 holiday days per annum, plus bank holidays (pro rata for part-time staff)
- Access to ICOM card for free entry to museums and galleries
- Complimentary tickets to CAC public programme events
- Training and development opportunities
- Health and wellbeing support (Health Assured Scheme)
- Access to interest-free season ticket loan and cycle scheme partnership.



60th Anniversary Party at Camden Art Centre. Photography by Hydar Dewachi.

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3. Job Description

Trusts & Foundations Manager

Employer	Camden Art Centre		Place of work	Arkwright Road, NW3 6DG
Reports to	Head of Development		Department	Development
Salary	£38,000 per annum pro-rata		Contract	Permanent
Hours/Days of work	24 hours per week including one hour unpaid lunch break per day Days to be agreed 10:00 – 18:00 Flexibility for hybrid working		Responsible for	N/A

General Information

Camden Art Centre is an internationally renowned contemporary art venue with an ambitious programme characterised by discovery and risk-taking. We excel in projects that empower and engage communities, inspire children and young people and deliver a critically acclaimed combination of exhibitions, artists' projects and educational activity. We are funded by Arts Council England as part of the National Portfolio and celebrate our 60th anniversary this year as well as securing our building for the next 100 years following a successful capital campaign to purchase the lease. The post holder will join the Centre at an exciting time as we continue to develop our core programmes and seek new models of working to secure our future sustainability.

Purpose of Job

The Trusts & Foundations Manager is a key member of Camden Art Centre's Development team. The team works closely with the Director and Board of Trustees to deliver the objectives and targets identified in the Development Strategy which supports the Centre's programme and grows year-on-year. Other members of the team are the Head of Development, Development Manager, and Development Researcher and Executive Assistant.

This part-time role has responsibility for researching and preparing written applications to UK or international grant-giving trusts and foundations, corporate foundations, public-sector or other statutory funders and grant-making bodies including foreign embassies and cultural institutes or universities. You will take responsibility for researching and maintaining the centre's list of grant-giving prospects and work with the Head of Development to manage the prioritisation of applications.

You will work closely with the programme team to plan and execute high quality and timely applications and be able to oversee multiple bids simultaneously. You will build and maintain excellent relationships with funders, prepare timely and engaging reports, and ensure that our funding partners are appropriately credited and thanked for their support.

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Key Tasks & Responsibilities

- Support the Head of Development in shaping and implementing the overall Development Strategy, leading on and refining sub-strategies relating to the Trusts & Foundations portfolio.
- Achieve agreed income targets for each of the areas relating to the Trusts & Foundations portfolio; providing regular progress reports to the Head of Development for reporting to senior management and trustees.
- Manage and grow a portfolio of grant-making prospects including identification, research and relationship management across all areas of the centre's programme, including exhibitions, learning and public programme.
- Manage the departmental 'application tracker' and Salesforce to sequence, prioritise and track grant applications.
- Work with the programme team to develop compelling written cases for support that accurately reflect the purpose and outcomes of projects and support our long term artistic and charitable aims.
- Develop high quality and timely written applications, overseeing multiple bids simultaneously, and taking full responsibility for seeing applications through to completion, and ensuring all necessary supporting information and permissions are in place.
- Deliver a high quality of stewardship for an agreed portfolio of grant funders, including the preparation of timely reports, ensuring all supporters are thanked and credited in an appropriate and timely way including accurate crediting across print, online and in the building.
- With the support of the Development Researcher, ensure all grant payments are logged and coded, monitor grant agreements and contracts, and ensure compliance with audit requirements.
- In collaboration with the Development Researcher, undertake appropriate due diligence research on funders ensuring that our work is in-line with the Fundraising Regulator's Code of Fundraising Practice and Camden Art Centre's Gift Acceptance Policy.

General

- Respond to and record customer comments and complaints, in liaison with the Head of Development, Deputy Director and other relevant staff.
- Support overall work of the development team, such as occasional fundraising event support or attendance at meetings.
- Operate in accordance with the centre's health and safety, employment, equal opportunities, environmental, anti-racism, safeguarding, data protection and other policies and procedures.
- Maintain a commitment to training and professional development and participate in staff team activities.
- Undertake other duties as required to ensure the smooth running of the Centre.
- Additional weekend and evening work may be required, for which time off in lieu will be granted

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4. Person Specification

Trusts & Foundations Manager

Essential skills / experience / qualities:

- A minimum 4 years experience of working as part of a fundraising team, within an arts or voluntary sector organisation, and knowledge of the funding context for arts, culture and education.
- A demonstratable track record in delivering against ambitious income targets and successfully raising funds from trusts and other grant makers; from smaller more project focussed grants to larger programmatic, core and/or capital grants.
- Excellent writing skills and exceptional attention to detail; with the ability to produce high quality written documents and articulate a robust and compelling case for funding to diverse audiences.
- A network of relevant contacts in trusts and/or grants fundraising.
- Strong numerical skills and an ability to work with complex budgets.
- Experience in working with databases.
- Strong organisational skills with a methodical and accurate approach to work, good numeric skills and an excellent eye for detail.
- The ability to manage multiple tasks and prioritise, whilst remaining calm and maintaining a professional demeanour.
- Strong communication skills and experience of working with different people at different levels, e.g. Stakeholders, staff members, consultants and the public.
- Excellent IT, word processing and spreadsheet skills, including using Outlook, Word and Excel.
- An interest in contemporary visual art and / or art education.
- A positive and proactive outlook, and the ability to work independently.
- An understanding and commitment to equal opportunities and access.
- Positive and supportive behaviour in the workplace.
- Proactive support for the artistic and business aims of Camden Art Centre.
- A flexible and collaborative approach to working as part of a team.
- Honesty, reliability, punctuality.

Desirable skills / experience / qualities:

- Experience of raising six figure funds from trusts and foundations.
- Arts or education sector experience.

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- Knowledge and understanding of the funding issues within the cultural sector.
- Experience of fundraising from international foundations.
- Experience of working with CRM databases, especially Salesforce.
- Experience of working with Arts Council England and/or funding agencies of this type.

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5. Equal Opportunities Policy and Monitoring

1. Introduction

- 1.1 Camden Art Centre (CAC) is committed to a policy of equality of opportunity in its employment practices and in the provision of services to users.
- 1.2 The Sex Discrimination, Race Relations and Disability Discrimination Acts protect job applicants, employees, self-employed people, and contract workers alike and accordingly the word "employee" in this policy includes all such people who are protected by the Acts.
- 1.3 Senior management fully supports this policy. All employees are responsible for its implementation and should request special training if they have any doubts about its application. An employee should address any questions in relation to the policy or any requests for special training to the Director.
- 1.4 Employees who feel that they have suffered such discrimination should raise the matter with the Director.

2. A Statement of Policy

- 2.1 As an employer CAC aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependants or religious beliefs.
 - 2.1.1 Selection procedures and criteria are reviewed to ensure that individuals are selected on the basis of their relevant merits, abilities, experience, and qualifications.
 - 2.1.2 All employees must accept their personal responsibility for the practical application of the Policy but at the same time CAC acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in recruitment and employee administration.
 - 2.1.3 To ensure this Policy is consistently applied and monitored co-ordinating responsibilities have been assigned to the Administrator who will monitor the operation of the Policy for both employees and job applicants.
- 2.2 As a service provider, CAC aims to ensure that its artistic programme reflects the cultural diversity of the community in which it is based. In particular it aims to ensure that audiences and users are not denied access to the programme on grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependants or religious beliefs. The artistic programme also aims to challenge and explore issues around identity and society's response to identity and 'difference.'
 - 2.2.1 The exhibition and education programmes are reviewed to ensure that they reflect the needs and interests of the whole community.
 - 2.2.2 Targeted activities will be integrated into the programme in order to encourage increased use of the Centre by members of the community who 'traditionally' feel excluded from art spaces.
 - 2.2.3 All employees must accept their personal responsibility for the practical application of the Policy but at the same time CAC acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in programming and service provision.
 - 2.2.4 To ensure this Policy is consistently applied and monitored co-ordinating responsibilities have been assigned to the Director who will monitor the operation of the Policy within the artistic programme and other services.

3. Recruitment procedures

- 3.1 Job descriptions and person specifications are regularly reviewed to ensure that they accurately reflect the responsibilities of the post and contain no indirect discrimination.
- 3.2 The person specification and experience related to the job description provides the basis for the objective criteria for selection of candidates for short listing and appointment.
- 3.3 Applicants receive a job description, person specification, and an equal opportunity form for details of protected characteristics such as sex, disability and race in line with Arts Council guidance, that will be used for monitoring purposes.
- 3.4 Data may be referred to after initial shortlisting in order to choose between candidates of equal merit, in order to support our aim to diversify our workforce for individuals with protected characteristics.

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- 3.5 Interview panels will be kept to a minimum size and panel members will be briefed on the application of the policy and the inadmissibility of discriminatory questions.
- 3.6 Candidates selected for interview will be asked the comparable questions. Candidates required to sit recruitment tests will be set the same tests.

4. Grievances

Anyone who believes that there has been any breach of this equal policy or has a grievance in respect of any act of sexual or racial harassment or any other discrimination should raise the grievance in accordance with CAC's Grievance Procedure. Anyone who does not feel able to do this should raise it with the Director or if that is inappropriate, the Chair.

5. Discipline

An employee who harasses or discriminates against any other employee or CAC users or visitors on grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependents or religious beliefs will be dealt with under CAC's Disciplinary Procedure. Such harassment or discrimination will normally be regarded as gross misconduct so that, on completion of the investigation and the relevant stage of the Disciplinary Procedure, the employee will be summarily dismissed.

Thank you for reading and good luck with your application.



Slogan plates created by Kingsgate Primary School pupils before 2019