

Camden Art Centre Arkwright Road London NW3

Development Coordinator - Permanent, full-time



Camden Art Centre, 2020. Courtesy of Pentagram.

Camden Art Centre is recruiting for a **Development Coordinator** to support the overall work of the Development department, providing effective administration and playing an active role in identifying, cultivating and stewarding supporters and major donors, in support of the Centre's artistic and charitable mission.

This is an exciting opportunity for an ambitious fundraiser looking to work across and impact all aspects of Development, including individual donors, trusts & foundations, corporate, events and capital. The successful candidate will bring strong communication and administrative skills, attention to detail and an ambition to develop front-line fundraising and stewardship experience.

This is a pivotal moment to join Camden Art Centre's fundraising operation, having recently completed a successful campaign to acquire our building, and as we continue with ambitious plans to grow revenue income alongside further capital projects.

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.

Camden Art Centre

Arkwright Road

London NW3

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 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.

Camden Art Centre

Camden Art Centre Arkwright Road London NW3



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

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

Information Evening: Tuesday 28 July 2026, 7 – 7.30pm (online, live, via Zoom)
Closing date for applications: Wednesday 5 August 2026 by 10am
Interviews will take place: Wednesday 12 August 2026

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 12 August 2026, please assume that you have not been shortlisted in this instance.

Applicants must have the right to work in the UK.

Please do not send CVs.

Please send us your completed application form to recruitment@camdenartcentre.org with 'Development Coordinator' in the subject line.

Camden Art Centre
Arkwright Road
London NW3

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 Arkwright Road London NW3



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

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, 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

Arkwright Road

London NW3

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.

Also working closely with local schools, teachers and community groups, our learning programmes connect artists with audiences to explore creative processes together. These projects, both off-site and within the gallery, are collaborative and long-term, allowing participants and artists to connect and learn from each other over time.

Our world-renowned exhibitions and learning programmes support artists at every stage, 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.

[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](#)

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

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

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.

Camden Art Centre
Arkwright Road
London NW3



New Contemporaries performance at Camden Art Centre. Photography by Sam Nightingale.

3. Job Description

Development Coordinator

Employer	Camden Art Centre	Place of work	Arkwright Road, NW3 6DG
Reports to	Senior Development Manager	Department	Development
Salary	£30,000 per annum	Contract	Permanent
Hours/Days of work	Monday - Friday 10:00 – 18:00	Responsible for	n/a

Outline of role:

The Development Coordinator will support the delivery of Camden Art Centre's fundraising strategy across individual giving, Patrons, trusts and foundations, corporate partnerships, fundraising events and capital projects. Working closely with the Head of Development, Senior Development Manager, and Executive Assistant & Development Administrator, the post-holder will play a central role in ensuring the smooth day-to-day running of the Development department through excellent administration, supporter stewardship, financial processing and CRM management.

Camden Art Centre

Arkwright Road

London NW3

The Development Coordinator will be responsible for maintaining accurate fundraising records, coordinating donor communications, supporting fundraising campaigns and events, and ensuring the highest standards of supporter care. They will contribute to the identification, cultivation and stewardship of donors at every level, helping to build long-term relationships that support Camden Art Centre's artistic programme and strategic ambitions.

This is an exciting opportunity to work across every aspect of fundraising within an internationally respected contemporary arts organisation. Following the successful acquisition of our building, Camden Art Centre is entering an ambitious period of growth, with plans to increase both revenue and capital fundraising.

The Development Coordinator will work collaboratively across the organisation and with external stakeholders to help deliver these ambitions while maintaining excellent administrative systems and supporter experiences.

Key tasks and responsibilities:

Administration and CRM

1. Oversee all Development financial and gift administration processes, including processing, tracking and logging of donor payments, accurately recording income and expenditure, maintaining internal finance tracking systems and database, and recording all related gift paperwork for audit purposes.
2. Oversee Development payment systems, including Stripe, CAF, Direct Debits and Justgiving.
3. With the support of the Executive Assistant & Development Administrator, lead on the effective Development use of the CRM database (Salesforce), updating contact data, producing reports and mailing lists, and working with the team and external support as needed to ensure functionality and data integrity.

Patrons

4. Be the principal day-to-day contact for Patrons, delivering consistently high standards of stewardship, managing the Patron inbox and RSVPs, processing and recording payments and responding promptly and politely to queries, comments and complaints.
5. Support the Senior Development Manager in the implementation of the Patron Programme, assisting in the devising and delivery of a varied and stimulating programme of gallery tours, studio visits and artist talks; planning, managing and attending individual events and compiling our seasonal patrons' e-newsletters and drafting special invitations or update.
6. Monitor Patron benefits and usage, and work with Senior Development Manager on regular benchmarking to ensure an attractive package measured to our capacity.
7. Work closely with the front of house teams to ensure the Patrons' programme is understood and advocated for, motivating front of house to direct queries to the Development team where appropriate.

Individual & Major Giving

8. Support the Head of Development and Senior Development Manager in the administration of other individual and major giving opportunities, including exhibition circles, programme support, the Camden Art Centre Emerging Art Award at Frieze or special campaigns.
9. Support the Senior Development Manager to develop strategies to grow small-scale giving, including to promote donations via our contactless giving terminals or online.
10. Support the Senior Development Manager in the administration of our annual Gift Aid claim.

Trusts & Foundations

11. Research opportunities for funding through trusts & foundations, as well as local and national government grant schemes.

Camden Art Centre

Arkwright Road

London NW3

12. Support the planning, drafting and submission of grant applications and funding reports as required, with a view to lead on select applications and reports over time.
13. Manage the departmental 'application tracker' and Salesforce to sequence, prioritise and track grant applications and timelines.

Events

14. Support the Senior Development Manager in the organisation and delivery of Patron events.
15. With the support of the Senior Development Manager, manage ticket bookings and administration for our flagship annual Artists for Artists Gala.
16. Attend and support in the delivery of events regularly, including the annual Artists for Artists Gala.
17. Support the Senior Development Manager, Commercial & Events Manager and front of house team with internal gallery events such as private views and exhibition lunches.

Communications

18. Draft direct correspondence to prospects, Patrons and donors, including renewal and thank you letters.
19. Support the Head of Development and Senior Development Manager in the drafting of proposals and applications.
20. Work with the Programme team to draft reports to share with funders.
21. Ensure supporters are accurately credited in print, online and in the Gallery.
22. Ensure all supporter-related content on the Camden Art Centre website is up to date.

Research & Planning

23. Support senior Development staff by identifying new funding prospects through prospect research and pipeline development.
24. With support from senior Development staff, conduct detailed biographical, financial and due diligence research on corporate, individual and trust & foundation donors and prospects as required, using appropriate print, electronic and online sources.
25. Prepare briefings for the Head of Development, Director and Trustees as required, including tailored profiles and/or brief biographical notes of assigned donors and prospects ahead of donor visits, meetings, and cultivation events.

General

26. Contribute to a culture of collaboration, efficiency and proactive problem-solving within the Development Team and across the organisation.
27. Maintain confidentiality at all times.
28. Abide by General Data Protection Regulations 2016, Privacy and Electronic Communications Regulations 2003, and the CAC Data Protection Policy.
29. Operate in accordance with the Centre's health and safety, employment, equal opportunities, environmental, anti-racism, safeguarding, data protection and other policies and procedures.

Camden Art Centre

Arkwright Road

London NW3

30. Maintain a commitment to training and professional development and participate in staff team activities.
31. Undertake other duties as required to ensure the smooth running of the Centre

Person Specification

Essential skills / experience / qualities:

- At least one year's experience of working in an administrative role within fundraising or the arts
- Excellent written and verbal communication skills, with the ability to respond quickly and appropriately by email, telephone or in person with donors and senior stakeholders
- Strong organisational, administrative and problem-solving skills, with excellent numeracy and an eye for detail
- The ability to manage multiple tasks and prioritise, whilst remaining calm and maintaining a professional demeanour
- Excellent IT, word processing and spreadsheet skills, including using Outlook, Word and Excel
- Experience in working with a CRM database
- An active interest in working in the cultural sector/ the arts, especially contemporary visual art and art education
- Personable, proactive and communicative, with an enthusiasm for facilitating relationships with a range of stakeholders including donors, staff, contractors and the public
- 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:

- Working knowledge of the contemporary visual arts or of working in a comparable cultural or voluntary sector organisation
- Experience of fundraising prospect research and due diligence
- Experience of working with high-level clients, donors, supporters or members
- Experience of working on events
- Experience of working with Salesforce CRM system.

Camden Art Centre

Arkwright Road

London NW3

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.
 - 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.

Camden Art Centre Arkwright Road London NW3

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