

# BALTIC



**Vacancy**  
**Development Assistant**

# Vacancy

## Development Assistant

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<b>Job Title</b>	Development Assistant
<b>Salary</b>	£27,791 per annum
<b>Contract</b>	Permanent
<b>Deadline</b>	Sunday 28 June 2026

Baltic is looking for a Development Assistant to assist the Development function for Baltic in meeting fundraising targets.

<b>Reports to</b>	Development Manager
<b>Working hours</b>	37 hours per week
<b>Place of work</b>	Baltic Centre for Contemporary Art, South Shore Road, Gateshead, NE8 3BA
<b>Annual leave</b>	25 days plus Bank Holidays (pro-rata if part time)
<b>Benefits</b>	30% discount at Baltic's shop and discounted menu at Baltic's Café/Bar, Discount at Local Retailers, Pension Scheme, Employee Assistance Programme

### Job Purpose

The purpose of this role is to support Baltic's Development team to build relationships and raise income through robust administrative procedures. You should be a proactive forward planner, organised and have excellent attention to detail.

## About the role

The Development team work together, and with staff across organisation, to explore options for potential income - from Corporate Relations to Trusts and Foundations and Individual Giving. We're looking for someone efficient, enthusiastic and personable, with a passion for the cultural sector.

This role requires strong organisational skills, attention to detail, excellent communication and IT skills to support the team in meeting regular deadlines and engaging with donors consistently. The Development Assistant will be responsible for providing administrative and event support. They will also provide support across internal donations reporting, donor communications, research for new funding opportunities and database updates. We are currently recruiting for a Development Assistant to effectively assist the Development Team by providing administrative and event support.

The successful candidate will have previous experience in a comparable role. Excellent communication skills both verbal and written are essential, alongside strong interpersonal skills and the ability to prioritise and work to deadlines. This position in the Development team will help Baltic to meet its fundraising targets by providing high-quality, consistent administrative support across database management, team planning, collation of information for fundraising applications and reports, and donor communications.

A diverse approach to income generation is necessary to ensure that Baltic can safeguard free access to the public. This role involves supporting Baltic's Development team to deliver consistent output across competing priorities, stewarding key relationships and meeting deadlines. We are looking for a proactive forward planner, who has excellent attention to detail and strong communication skills. Ideally, you will have experience in administration and an interest or background in fundraising, along with a genuine passion for the cultural sector and a talent for building and maintaining relationships.

# Key Outputs and Accountabilities

## Administration

- Maintain online files & filing systems for the department, supporting the fulfilment of reporting requirements in a timely and professional manner.
- Prepare agendas and take minutes for meetings.
- Use outlook systems to ensure that all deadlines are met and relevant staff from across departments are given appropriate time to contribute.

## Development

- Assist in collating information for fundraising applications & reports as well as board papers, working with colleagues across the organisation to gather and manage data.
- Document Gift Aid declarations & support with Gift Aid submission.
- Co-ordinate quarterly pipeline meetings that help to identify fundraising opportunities for Learning & Programme teams.
- Document all charitable donations & grant payments using our Salesforce CRM database. Ensure up to date training & best use of these systems to underpin Baltic's fundraising efforts.
- Support with ongoing donor communications, including thank you letters & donor acknowledgements - liaise with Communications team to ensure donor acknowledgements are signposted across relevant areas within the building and online.
- Assist with development of fundraising campaigns.
- Support with the monthly donations reports, to be shared internally.

## Research

- Support the Development Manager in researching new sources of funding.
- Provide support in preparation for new grant applications & board reports.
- Assist in implementing Baltic's due diligence procedures.

## Events

- Assist with the planning and delivery of annual Patrons programme, ensuring all activities work to deepen connection to Baltic, encouraging retention.
- Co-ordinate the Guest List nominations, biographies and RSVP processes for stakeholder events and exhibition previews (approximately 6 per year)
- Attend and support development and enterprise and programme events as required.

## **Key Outputs and Accountabilities (continued)**

### **General**

- Support development team to update the supporter database, recording all activities, to ensure we create accurate donor profiles & steward relationships effectively.
- Perform general administrative duties to ensure the smooth operation of the fundraising department.
- Undertake any other duties commensurate with the level of the post, as may be reasonably required.
- All employees are responsible for taking reasonable care of their own health and safety and that of others who may be affected by their actions at work. Employees must cooperate with management on health and safety matters, follow safe systems of work, and promptly report hazards, accidents, or near misses in line with organisational procedures.

### **Person Specification**

- Previous administrative experience
- Excellent administration skills
- Excellent communication skills both written and verbal
- Excellent interpersonal skills
- Excellent skills in managing priorities
- Good IT skills, including working knowledge of development tools and/or CRM
- Ability to prioritise and work to deadlines
- Good team working skills
- Strong organisational skills and attention to detail
- Good research skills
- Previous fundraising experience
- Knowledge of the drivers for individual giving
- Working knowledge of Salesforce
- Knowledge of/interest in contemporary visual art
- Knowledge of/interest in customer relations

**Must have eligibility to work in the UK.**

# About Baltic

Since 2002, Baltic Centre for Contemporary Art has stood as an iconic landmark and much-loved gallery, on the Newcastle Gateshead quayside. We are the largest art gallery in the UK without a permanent collection, free to access and receive over 400,000 visits each year. Baltic boasts four galleries, community spaces, library, sensory room, cafe, shop and rooftop restaurant, and breathtaking views of the Quayside.

We capture the public's imagination with our dynamic mix of awe-inspiring exhibitions, community gatherings, and opportunities to learn. Baltic's daring exhibition programme focusses on new work, platforming local, national and international artists through twelve annual commissions. We have exhibited over 850 artists from 78 nationalities, including world renowned names Martin Boyce, Antony Gormley, Yoko Ono, and Jenny Holzer.

Baltic inspires the next generation of artists by empowering children and young people to experience art, create art and enhance their confidence, skills and wellbeing. We build lifelong engagement, creating clear stepping stones from early engagement with young people via local schools, to supported opportunities and pathways into creative careers. 29% of our visitors are aged below 24, and 41% are Family groups.

Baltic is supported by Arts Council England, Gateshead Council and Northumbria University. We generate earned income through our commercial activities including Baltic Shop, venue hire, donations and catering outlets.

## Our Values

**We value listening:** A listening organisation is a relevant organisation. We create positive impact by understanding and responding to the needs and motivations of our audiences and communities.

**We value accountability:** An accountable organisation is transparent and rigorous. We build trust by behaving with honesty and integrity.

**We value courage:** A courageous organisation is bold and takes risks. We platform progressive and thought-provoking ideas and practices.

**We value equity:** An equitable organisation values equality, inclusion and diversity. We champion equity and challenge racism and prejudice.

**We value sustainability:** A sustainable organisation is resourceful and environmentally conscious.