

BALTIC



Vacancy
Development Assistant

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Job Title	Development Assistant
Salary	£26,342 per annum
Contract	Full time, permanent
Deadline	Sunday 19 October 2025 23:59

Baltic is looking for a Development Assistant. The purpose of this role is to assist the Development function for Baltic in meeting fundraising targets. Ideally, the candidate will be an experienced administrator to support our fundraising & development provision. You should be a forward planner, organised and have excellent attention to detail.

We're looking for someone personable and enthusiastic, with experience in fundraising, and a passion for the cultural sector. You need to enjoy engaging with people from a range of different backgrounds, acting on behalf of Baltic to maintain relationships with stakeholders at all levels.

This role requires strong organisational skills, attention to detail, and excellent communication and IT skills to support the fundraising function and engage with donors effectively. Provides support across donations, donor communications, database updates, and event logistics, while also assisting with financial reconciliation. Representing the aims of fundraising & development at cross departmental meetings.

Reports to	Development Manager
Working hours	37 hours per week
Place of Work	Baltic, South Shore Road, Gateshead, NE8 3BA
Annual leave	25 days plus bank holidays pro-rata
Benefits	30% discount at Baltic Shop and discounted menu at Baltic Kitchen, 20% discount at SIX Restaurant, 10% off standard rooms & food at Malmaison Hotel Newcastle, discount at Eldon Square, Pension Scheme, Employee Assistance Programme

About the role

This varied position in the Development team will help the organisation meet its fundraising targets by providing high-quality administrative support across donor communications, database management, event planning and financial reconciliation.

The role involves representing the aims of fundraising and development at cross-departmental meetings and engaging confidently with stakeholders at all levels. We are looking for a personable and enthusiastic individual with strong organisational skills, excellent attention to detail and outstanding communication and IT abilities. 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.

Job Profile

Development Assistant

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

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

- Prepare agendas and take minutes for fundraising meetings internally & externally where appropriate
- Assist with development fundraising campaigns such as onsite donations and Kittiwake campaign
- Support with the monthly donations reports, to be shared internally

Research

- Support the Development Manager in researching new sources of funding via trust & foundations
- Provide support in preparation for new grant applications & board reports

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

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

Person Specification

Essential

- Previous administrative experience
- Previous fundraising experience
- Knowledge of the drivers for individual giving
- 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

Desirable

- Working knowledge of Salesforce
- Knowledge of/interest in contemporary visual art
- Knowledge of/interest in customer relations

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.