

WORLD  
CITIES  
CULTURE  
FORUM



# **Director of Fundraising and Development**

**Information Pack**

**September 2026**

# A new senior role in a growing organisation

*Thank you for your interest in the role of Director of Fundraising and Development.*

*This new role is an exciting opportunity to contribute to shaping the future of the World Cities Culture Forum and grow your leadership within our team.*

*You will not be starting from scratch. Our fundraising has built significant momentum, with a strong pipeline and multiyear partnerships that require a dedicated and experienced fundraiser. And we are growing, so you'll be a key driver on that journey. In 2025/26, fundraising generated over £1m, we are aiming to double this within the next two years.*

*If you are passionate about working with international funders on culture policy and you thrive on building partnerships with a global outlook, then this is for you.*

*This new post will be a key senior leader in a small and committed team. You will take initiative, grow our relationship management and reporting practices, and represent us externally.*

*In the following pages, you will find information about us and details on how to apply. Please do not hesitate to contact us with any questions as you consider your application.*

**Laia Gasch**  
**Director of World Cities Culture Forum**



## Who we are

The World Cities Culture Forum is the leading network of expertise on culture in cities. Our 50+ partner cities represent over 260 million people and 90 World Heritage Sites.

The World Cities Culture Forum was founded in 2012 to coincide with the London Olympic Games.

Our core belief was simple and remains unchanged: cities achieve more by working together, being generous with ideas, and learning from one another.

Today, as the world faces unprecedented change, this belief matters more than ever.

### Our city partners in 2026:

ABU DHABI  
ACCRA  
ADELAIDE  
AMSTERDAM  
AUSTIN  
BARCELONA  
BEIJING  
BENGALURU  
BOSTON  
BRASÍLIA  
BRUSSELS  
BUSAN  
CHICAGO  
COLOGNE  
DAKAR  
DUBAI  
DUBLIN

EDINBURGH  
GUANGZHOU  
HAMBURG  
HELSINKI  
HONG KONG  
ISTANBUL  
JAKARTA  
JOHANNESBURG  
KYIV  
LISBON  
LONDON  
LOS ANGELES  
MELBOURNE  
MILAN  
MONTRÉAL  
NAIROBI  
NANJING

NEW YORK  
OSLO  
PARIS  
REYKJAVIK  
RIO DE JANEIRO  
SAN FRANCISCO  
SÃO PAULO  
SEOUL  
STOCKHOLM  
SYDNEY  
TAIPEI CITY  
TOKYO  
TORONTO  
VANCOUVER  
VIENNA  
WARSAW  
ZÜRICH

# What we stand for

## VISION

→ We are building a world where culture is at the heart of thriving cities.

## MISSION

→ We are civic leaders sharing our best ideas and designing culture policies that change lives. The World Cities Culture Forum is a network of more than 45 global cities spanning six continents.

Together, we are meeting the challenges of the 21st century by placing culture at the heart of city planning and investment.

## VALUES

→ We believe in the power of culture to transform people, place and planet.

→ We empower global civic leaders to create the equitable, prosperous and sustainable global cities of the future.

→ We are generous with our ideas and collaborate to drive change.



Founder and Chair, Justine Simons OBE speaking at the 13th World Cities Culture Summit, Dubai 2024

# Our Organisation

## **PATRON**

Sir Sadiq Khan, Mayor of London

## **FOUNDER AND CHAIR**

Justine Simons OBE

## **BOARD OF TRUSTEES**

Jeff Jacobs CB (Chair)  
Kevin Austin (Treasurer)  
Lynne Halfpenny

## **ADVISORY COMMITTEES**

Development  
Research & Data

## **INTERNATIONAL DIRECTORS**

China  
Latin America

## **LONDON SECRETARIAT**

We are a small and growing team, with additional Associates and Consultants and off-site HR and Finance back-office. The in-house team covers City Partnerships; Communications; Research and delivery of flagship initiatives like the annual World Cities Culture Summit, the Leadership Exchange Programme and the Global Fellowship.



## Our Current Partnerships

### PRINCIPAL SUPPORTER



### KEY SUPPORTERS



### PROJECT PARTNERS



### KNOWLEDGE AND NETWORK PARTNERS

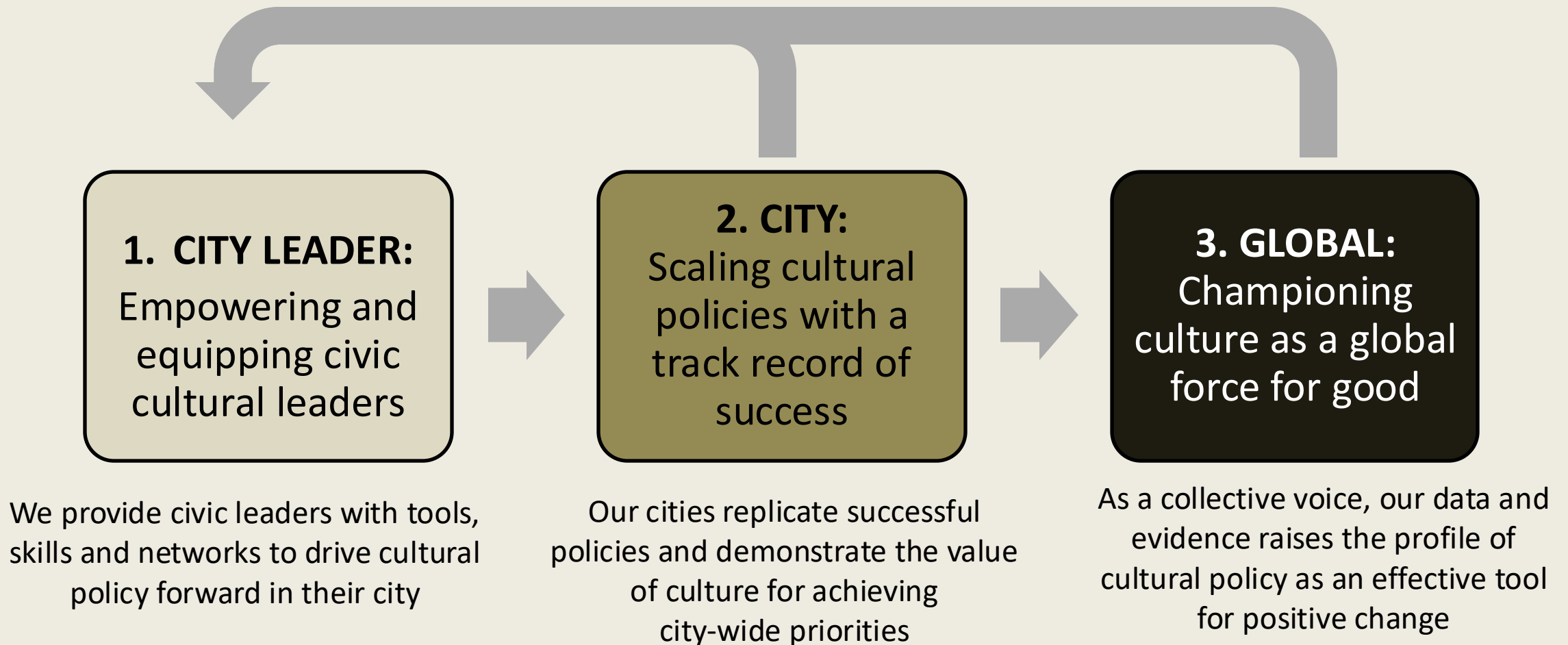


## A Snapshot of our recent growth

|                                              | 2022                   | 2025/26                                          |
|----------------------------------------------|------------------------|--------------------------------------------------|
| Cities in our network                        | 40                     | c.50                                             |
| Delegates at the World Cities Culture Summit | 75                     | 170                                              |
| Digital audience                             | 4,200 social followers | 23,920 social followers<br>5,970 Newsletter subs |
| Annual budget                                | c.£500k                | c.£1.2m                                          |
| Team members and associates                  | 3                      | 12                                               |
| Partners and funders                         | 3                      | 13                                               |

# Our Theory of Change

A more prominent profile for cultural policy increases our city leaders' leverage and brings new cities into the network



# World Cities Culture Summit

Hosted each year by a city in our network, the summit brings city leaders together to share ideas, knowledge and solutions.

With a programme of closed sessions and practical workshops, we describe the Summit as an 'IP free zone' where city leaders take back home what works in other cities.

40% of Summit delegates report successfully securing more funding and/or political support for culture after attending.

The 15th World Cities Culture Summit will be hosted by the Tokyo Metropolitan Government from 28 – 30 October 2026.

*"The Summit was an extraordinary experience, transcending beyond the insightful panel discussions to forge meaningful connections with fellow delegates."*

Delegates at 2025 World Cities Culture Summit in Amsterdam



# Global Fellowship

Our newest offering to city partners, the Global Fellowship, is a fully-funded 6-month professional development scheme for senior city policymakers.

It aims to build a pipeline of future leaders globally, with a tailored curriculum, mentoring, and two international residencies.

In this first pilot year, (Autumn 2026 - Spring 2027) we are running a programme for 20 Fellows, supported by Dubai Arts and Culture.



# Leadership Exchange Programme

Our longest-standing initiative, running since 2018 and supported by Bloomberg Philanthropies.

This programme funds study visits to see successful cultural policies in action and fast-track implementation. The exchanges focus on a particular subject and innovative policies.

Cities share their learnings widely at the annual Summit and through webinars, blogs and toolkits.

To date, the programme has supported 22 exchanges involving over 30+ cities and 330+ city leaders.

*"The Leadership Exchange was absolutely invaluable in terms of giving us different perspectives, lessons learned, identifying gaps in our capacities, sharing successes, and building stronger relationships between our cities to continue the shared dialogue."*



# World Cities Culture Report

Our World Cities Culture Report is the most comprehensive global dataset and analysis of culture in cities.

Published every three years, it comprises data and case studies from our cities and is referenced by media, academics and policymakers. The Report has a unique data methodology with over 100 indicators.

Over 13,000 visitors have accessed the 5th Edition of the World Cities Culture Report (2025), and 120 cities joined the online launch.

We have presented the findings at global events including World Mayor's Summit; UNESCO's MONDIACULT, World Economic Forum, Venice Biennale amongst others.



# About the Role

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# Role and Key Responsibilities

## **Fundraising & Development**

- Lead income generation and diversification from international foundations; private philanthropy and corporate partnerships
- Secure multi-year and five and six figure gifts from a broad range of partners working towards ambitious annual targets
- Work collaboratively to expand existing initiatives and develop new offerings

## **Funding submissions**

- Lead proposal and bid writing, coordinating inputs from colleagues and external partners as required
- Lead pitches and support other colleagues with donor engagement tasks
- Prepare project budgets and payment schedules

## **Engagement & Stewardship**

- Act as the primary contact point for funders
- Develop and execute stewardship plans for all funders
- Continue to build the pipeline of funding prospects
- Review and negotiate contracts and take responsibility for funder reporting

## **Governance & Internal Communication**

- Lead internal reporting on fundraising pipeline
- Undertake due diligence research
- Convene and prepare for meetings of the Fundraising Committee and produce regular updates to Trustees.

## **Line management**

- No line management, but potential scope to build a small team over time as income and fundraising grows
- Administrative support

# Skills and Experience

## Essential

- Track record of securing five and six figure gifts;
- Network of international funders;
- Excellent written communication skills and extensive experience with writing proposals and presentations
- Strong organisational skills, managing competing priorities and interdependencies.
- Strong numeracy skills and experience with preparing budgets
- Strong sense of ethical standards and good knowledge of charity governance best practice
- Self-starter and motivated with an entrepreneurial mindset
- Able to work independently as well as in collaboration with colleagues and external partners
- Excellent communication skills and the ability to engage with diverse audiences.

## Desirable

- Experience working internationally and across different cultures.
- Experience working effectively in collaborative or matrix team structures.
- Experience fundraising for cultural policy, public policy, city governance or international development.
- Interest in or experience relating to culture, cities or the creative industries.
- Working knowledge of a second language, particularly Arabic, French, Japanese, Korean, Mandarin, Portuguese or Spanish.

***We are committed to building a diverse and inclusive workplace where everyone feels valued and respected. We encourage applications from individuals of all backgrounds, including those from underrepresented groups. If you are excited about this role but don't meet every qualification, we still welcome your application. We value the unique perspectives and experiences that each individual brings, and we are committed to creating an inclusive environment where everyone can thrive.***

# What We Offer

## **SALARY**

£60,000 or pro rata equivalent

## **CONTRACT TERMS**

Permanent full-time contract. Open to 0.8FTE (4 days per week)

6 month probation period

## **LINE MANAGER**

Laia Gasch, Director

## **PLACE OF WORK**

Central London office in the iconic Smithfield Market building, next to the new London Museum. The team works together from the office Tuesday – Thursday, and remotely on Mondays and Fridays.

## **HOLIDAY & BENEFITS**

- 27 days per annum plus bank holidays (pro rata for part-time employees)
- Pension scheme with 5% employer contribution
- Opportunities for international travel including to the annual World Cities Culture Summit
- Opportunities to attend events and broaden external network
- Flexible working arrangements

***Please be advised that we are unable to provide visa sponsorship for this position. All applicants must possess the necessary right to work documentation in the UK.***

# How to Apply

Please send a CV and one page cover note to: **[info@worldcitiescultureforum.com](mailto:info@worldcitiescultureforum.com)**

Deadline for applications: 21 September 2026 - 9 am BST

Expected response time: One week

Interviews to be held from the end of September.

Please send us an email at the above address if you have any questions about the role.

**Thank you for your interest,  
we hope to hear from you!**

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