

MUSEUM OF THE HOME

Job Description

Job title: Development Manager - Trusts and Foundations
Salary range: £26,373 for 4 days per week (equivalent to £32,966 full time)
Reporting line: Director of Partnerships

Job Purpose

The prime responsibility will be writing compelling proposals to secure one off and multi-year grants for the Museum, as well as prospect research and producing reports to donors. The role will also be responsible for the Museum's existing portfolio of trust income including Arts Council England and NHLF.

The successful candidate will be managing the process of securing grants of various sizes from a range of trusts and foundations, including corporate Foundations, primarily for the education, community and public programmes as well as key contemporary art installations and exhibitions. The person will be working closely with the Director of Partnerships and be part of a team that includes a Senior Fundraising Manager focusing on Individuals and Corporate fundraising and a Fundraising and Events Officer

You will take ownership of the trusts and foundations programme and manage applications and grants of small, medium and large sizes from funders such as ACE, Linbury Trust, City Bridge Trust, Art Fund and the NHLF.

Main Responsibilities

- Research, prioritise and manage an active pipeline of Trust and Foundations across the portfolio
- Apply for relevant five and six figure grants
- Liaise closely with other departments to ensure a good working knowledge of the project opportunities, write compelling cases for support and update project bibles.
- Report to all the grant donors in an appropriate timely way
- Working management of the larger grant donors such as ACE, ensuring senior managers are involved and up to date and report on progress. Will need to reapply for next 4 year NPO funding.
- Utilise the internal data systems such as the CRM (ThankQ) to ensure all progress and communication is logged and shared appropriately.
- Manage all financial payments, invoice, receipts and call-downs.
- Track all income against targets and reforecast appropriately
- Contribute to the whole team and wider museum life

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required.

Key Performance Indicators

- Achievement of fundraising target
- Meeting deadlines

- Providing timely and accurate information
- Meeting schedules and budgets
- Effectiveness of internal relationships
- Accuracy, relevance and timeliness of reports

Skills/Knowledge/Personal Attributes:

Essential:

- Excellent, compelling, persuasive writing skills
- High standard of written English
- Highly organised with good project and time management
- Ability to turn curatorial and education projects into bids using appropriate language
- Budget management skills
- Good interpersonal skills
- Self-starter
- Able to work as part of a team

Desirable:

- Organisational skills
- Administrative skills

Our values at the Museum of the Home – how they are represented by this role:

- Collaborative – Work closely with the creative programme teams to prioritise bids, evolve content and understand budgets
- Agile – Respond to emergency and rapid response bids and rapid changing programmes
- Risk-taking – Go for bids that are more creative than obvious at time
- Creative – Write innovately and think creatively about approaches
- Eco active – Contribute actively to our eco-programmes
- Inclusive/diverse – Consider this crucially in prioritisation of bids

Experience:

Essential

- Experience writing bids for a charity for at least 3 years
- Excellent success of bring in income over £100,000 a year

Desirable

- Experience working in an art/heritage setting
- Experience of successful income from corporate Trusts

Qualifications:

N/a

Other requirements:

N/a