

Development Manager (Trusts and Foundations)

In July 2017, **The Postal Museum** opened London's first major new museum in a decade. A new heritage attraction in Central London, with two experiences in one. Alongside the fascinating story of more than 500 years of the first social network, we offer an extraordinary subterranean ride through the previously abandoned, secret and forgotten tunnels of the old Post Office Underground Railway – **Mail Rail**. This new museum and attraction enables us to showcase an array of extraordinary stories focusing on human communication and endeavour. It also enables us to grow our educational charity work and fundamentally change the way the organisation engages with our audiences. The Postal Museum aims to welcome over 180,000 visitors a year, along with a further 400,000 through our public events programme, digital and outreach offers.

After the successful completion of a multimillion pound capital campaign, we are now moving toward a full revenue fundraising model and are seeking a Development Manager to lead on trusts, foundations and some HNWI fundraising. The postholder will also line manage the Development Officer and play a key role in helping us set out and deliver our 5-year business strategy.

Based: Central London

Salary: £35K per annum

Hours: 35 per week

Responsible for: Development Officer

Reports to: Head of Development

Contract: Permanent

Deadline for applications: Midday, Monday 27 November

First interviews: w/c 4 December

Start date: as soon as possible

To apply: Please send a completed application form to Justin Pledger, Head of Development – justin.pledger@postalmuseum.org (We will endeavour to respond to all applicants, whether successful or not).

DEVELOPMENT TEAM

The Development Team is primarily responsible for fundraising for the annual revenue needs of the Museum's programme of activities, beyond what is already generated by our commercial enterprises (Admissions, Museum Shop, Corporate Hires). The funding relationship with our major stakeholders, Heritage Lottery Fund (HLF) and Royal Mail (RM) and Post Office Ltd (POL) is primarily handled by the Director and Deputy Director.

The team consists of:

- A **Head of Development**, responsible for the fundraising strategy and the cultivation and stewardship of philanthropic support from individuals and corporates as well as management of patron and supporters' groups and major donors

- A **Development Manager**, responsible for raising funds from, and managing relationships with, an agreed portfolio of charitable trusts and foundations as well as supporting the Head of Development in raising income from HNWI individuals
 - A **Development Officer**, providing support to the Development Manager as well as planning, managing and delivering the Development events strategy, which includes stewardship and cultivation events at the Museum and with our third party strategic partners
-

PURPOSE OF THE JOB

- To play a key role in the ongoing development and implementation of our fundraising strategy and delivery plans
- To deliver against fundraising targets across a variety of donor types
- To lead on all aspects of trusts & foundations fundraising
- To line manage and oversee all aspects of the work of our Development Officer

To contribute to the development and implementation of The Postal Museum's fundraising strategy, playing a key role in achieving the trusts and foundations target, raising funding for additional projects and contributing to the current Development target. To support the Head of Development in approaches to secure support from HNWI individuals. To achieve this by identifying new fundraising opportunities from the broadest range of activities undertaken by The Postal Museum, and by securing and stewarding donations from charitable trusts and foundations and HNWI individuals.

The successful applicant will help us conclude our transition from capital fundraising activity into a revenue focused campaign and ensure the organisation has the culture, people, plans and systems in place to ensure we can fundraise effectively.

KEY ACCOUNTABILITIES

- Contribute to the Development Department's annual budget, primarily to the trusts and foundations target.
- Work independently, with the Development Department, to identify, cultivate, raise funds from and manage relationships with an agreed portfolio of charitable trusts and foundations.
- Ensure that potential income sources are fully researched so that proposals can be appropriately targeted and so that links with our Board of Trustees, staff and supporter networks can be fully exploited.
- To support the Head of Development in identifying, cultivating and raising funds from HNWI.
- Use written materials, phone calls, face to face meetings and project visits to cultivate potential donors, to make imaginative, accurate and timely funding proposals and applications and to conclude each approach.

- Ensure that all grant agreements and other contracts are acknowledged in writing and entered on the Museum's Salesforce database.
 - Devise and deliver a cultivation and involvement strategy for trusts and foundations incorporating relevant communications and small events throughout the year.
 - Ensure a co-ordinated approach to project fundraising (where required) by keeping the department up to date regarding new opportunities and by working with the appropriate Heads of Department to ensure appropriate budgeting and allocation of funds.
 - Provide briefings on projects, prospects and issues for the Head of Development and other key individuals as required.
 - Be prepared to work evenings and weekends as required, under the Department's time-off in lieu policy.
 - Undertake any other duties which may be reasonably required in the position.
-

PERSON SPECIFICATION

Fundraising experience (essential)

- 2 + years' experience of fundraising in a non-profit or arts/heritage environment
- Experience of developing and delivering successful trust & foundation applications
- Demonstrable track record in delivering on fundraising targets and objectives
- Highly skilled writing ability suited to preparing proposals to trusts and foundations
- Experience of using Customer Relationship Management software
- Experience of developing effective case for support documentation
- Experience of working at cultivating and stewarding individual donors
- Line management experience

People skills (essential)

- Excellent face-to-face communication and negotiation skills, including experience of dealing with HNW donors
- Strong team player who is adaptable and open and takes a sensitive approach to the needs of relationships (both internal and external)
- Consistent high level of donor care and responsiveness

Education (essential)

- Degree or equivalent

Job requirements (essential)

- Flexibility on working hours, willing to work evenings and weekends as required

Desirable criteria

- Knowledge of Gift Aid, tax incentives and data protection
- Membership to a professional body, such as the Institute of Fundraising