

# MUSEUM OF THE HOME

## Job description

Job title:	Head of Development
Salary:	£56,000
Reporting line:	Director
Responsible for:	Development Manager
Role type:	Full time, will consider part time (4 days minimum)
Key stakeholders:	Leadership Team peers, Board of Trustees, Key Supporters and Funders, Sector Partners and Collaborators

## Job purpose

The role of Head of Development (HoD) carries responsibility for the effective leadership and management of the generation of charitable income.

The key income streams are Trusts and Foundations; Individual Giving; Corporate Giving and some events across restricted and unrestricted income – together generating up to £1m per annum.

The HoD will build on the successful growth of philanthropic income in recent years - creating, developing and implementing a range of initiatives, as the Museum embarks on an exciting chapter of programme and display development.

The successful candidate will have a proven track record in fundraising, direct experience managing experienced and talented staff, and demonstrable success securing six figure donations for both capital and revenue programmes.

The Department currently consists of two posts. Future consideration may be given to increasing this team if income growth is achieved.

Our values, and how they are represented in this role, you must be:

**Bold** - brave in trying new things, taking action and fighting for change on issues affecting the ways we live.

**Kind** – friendly, generous and considerate in all your actions

**Eco-active** – embed climate action in all decision-making and encourage visitors to make eco-minded choices at home.

**Equitable** – act transparently, ethically and inclusively - and allocate resources, time and care equitably

## Key responsibilities

- To implement and develop the Fundraising Strategy to deliver charitable income generation through a balanced mix of income streams to support – collections, displays, education, outreach and training and capital building's and IT projects - bringing creativity and drive to take the organisation forward.
- To give focus to unrestricted income which supports the development of free reserves, in addition to restricted funds and grants income.
- To oversee, manage and supervise all activity that sits within the fundraising function, ensuring compliance with all relevant regulation.
- To contribute to the management and future direction of the Museum as part of the Leadership Team.
- To act as a senior ambassador for the Museum, enhancing our external reputation, through effective networking and management of key stakeholder relationships.

## Main duties

- To review existing income streams and continue to develop a sustainable funding base - focusing on return on investment and ensuring that agreed annual income and expenditure targets are met.
- To work cross-departmentally to identify potential fundraising opportunities (aligned with organisational strategy and informed by an understanding of sector trends)
- To shape and generate tailored grant and statutory funding applications with detailed budgets to ensure priority projects are successfully funded. Ensure that all grant reporting and stewardship requirements are fully met.
- To lead the enhancement of the Museum's corporate fundraising offer - identifying a portfolio of target organisations and securing new partners to deliver corporate income (sponsorship, cause related marketing, membership or goods in kind) and develop our reputation as a credible charity partner for the commercial sector.
- To develop individual giving in all its forms (appeals, donations, events) and in particular to recruit, retain, and steward membership of the Museums Patrons scheme to deliver long term support through events and regular communications.
- To work closely with the Visitor Experience team and support their efforts to grow on site donations.
- To collaborate on the development and enhancement of the Museum's CRM and other systems to ensure supporter data is accurate, well managed and provides meaningful analysis and prospecting opportunities.
- To provide the key point of contact for the fundraising efforts and introductions of the Board of Trustees - ensuring appropriate level of engagement is managed, expectations are met and Trustees continue to support the Museum's work.
- To effectively line-manage the Development Manager: setting clear expectations, performance managing and modelling collaborative working to deliver a motivated, goal orientated department.
- To have financial accountability for the department: produce and agree annual departmental budgets, monitor income and expenditure throughout the year, reconciling Finance and Fundraising records. Monthly reporting to the Director; Deputy Director/COO; Head of Finance
- To ensure all fundraising activity is compliant with Gift Aid and VAT regulations, Fundraising regulation and GDPR and maintain all contracts and funding agreements, liaising closely with Finance team where required.

- To develop & maintain productive, trusted relationships with key stakeholders – internally & externally, to include: Leadership Team peers; Trustee Boards; Partnership organisations and significant supporters (corporate/foundations/individuals).

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 (KPIs)**

- Achievement of fundraising income targets
- Providing timely and accurate reporting
- Quality of fundraising communications
- Achievement of engagement targets such as new patrons
- Effectiveness of stakeholder management
- Effectiveness of internal relationships
- Effectiveness of management of staff

#### **Skills/Knowledge/Experience/Personal Attributes:**

Type of technical, specialised skills or personal attributes that are required to deliver 'main responsibilities' above.

#### **Essential**

- Meeting or exceeding fundraising targets with experience of securing 6 figure gifts or grants
- Setting and monitoring budgets
- Managing high performing teams
- Inspired by, and empathetic to, the Museum's culture, vision, mission and objectives.
- Highly motivated, experienced fundraiser who can demonstrate success through the ability to analyse and identify opportunities, and create appropriate strategic and operational implementation plans.
- Proven experience of managing and motivating high performing teams and direct reports.
- Ideally, a broad spectrum of experience within the Cultural Sector and an understanding of how fundraising and marketing/communications functions work together to maximise financial results and reputational profile.
- Financially & IT literate demonstrating the ability to administer, develop, manage and deliver - within agreed parameters (e.g. budgets, internal policies, relevant legislative frameworks).
- An exceptional communicator, with ability to influence, nurture and develop relationships at all levels inside and outside their organisation, to deliver results and sustainable, mutually beneficial relationships.
- An effective networker, capable of building contacts to raise our organisational profile and to develop intelligence of sector moves and potential opportunities for the Museum.

#### **Desirable**

- Experience within the cultural sector
- Leading teams through change

We welcome applications from all sections of the community and are committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equality and representation and appoint on merit.

As a Disability Confident Committed employer, our recruitment is inclusive and accessible. If you would like to request an alternative application format on disability grounds, please contact us on [jobs@museumofthehome.org.uk](mailto:jobs@museumofthehome.org.uk)

All back of house roles on a minimum 4 days per week will work approximately one shift per month in the galleries as part of our Visitor First scheme.

This role will require flexibility to work evenings and weekends.

*Working to make Museum of the Home an amazing place to work.*

### **Benefits**

We aim to provide a stimulating working environment for everyone in the team. You'll be working alongside great colleagues and in a beautiful Grade I listed building.

You are also entitled to other employment benefits when you join us:

- 25 days paid holiday per year (increasing by one day per year, up to 30 days), plus bank holidays (FTE)
- Membership to one of two pension schemes
- Staff discount in our shop
- Free access to many exhibitions, museums and art galleries in London
- Enhanced sick pay and family leave
- Cycle to work scheme
- Season Ticket Loan
- A confidential Employee Assistance Programme
- Free tea and coffee

We also have various groups for staff to join:

- Wellbeing forum
- Climate Action Group
- Equity Action Group