

Job Profile
Development Manager – maternity cover

Purpose To manage fundraising activity from individuals and grant-making bodies to support a) the fundraising campaign for the Museum’s current capital development, BCLM: Forging Ahead and b) fundraising targets in line with the fundraising (Development) strategy

Key Responsibilities and Accountabilities

Responsibilities

- To identify, research and submit funding bids to prospective funders and supporters for the Museum’s capital development, BCLM: Forging Ahead (<https://www.bclm.co.uk/forging-ahead.htm>) across trusts, foundations and individuals.
- To manage the Patron’s higher level individual giving (HLG) scheme, identifying and cultivating prospective patrons.
- To oversee the Museum’s membership scheme as one part of the individual giving programme as well as onsite fundraising activity.
- To undertake reporting to all grant givers including BCLM: Forging Ahead funders and Arts Council England as part of the requirements of the National Portfolio agreement.
- To manage an annual programme of events including cultivation, thank you and social events for prospects, existing donors/supporters and members.
- To accurately maintain Development records on the Museum’s CRM (Tessitura) and use it in day-to-day communications and campaigns to members, donors and prospects.
- To support the Director of Development to produce strategic funding bids to bodies such as Arts Council England, where necessary.
- To represent the Museum at external events such as networking events, awards and conferences.
- To support the Director of Development with other such duties, commensurate with the scale and nature of the post, as may be required.

Accountabilities

- Ensure efficient administration, ‘banking and thanking’ and maintaining donor care to the highest standards.
- The timely preparation of funder reports, fundraising communications and promotional materials.
- Regular reporting on fundraising income from membership, HLG schemes and trusts and foundations to the Director of Development

Dimensions

- To help complete the fundraising campaign for BCLM: Forging Ahead, currently £1.9m of a £2.6m target.
- To raise min. £65,000 per annum in unrestricted income through membership.

Working Relationships

- Liaising with the Director of Development, information giving/receiving on assigned projects and tasks.
- To instruct and work with the Development Coordinator on fundraising administration and support.
- Working with the Business Development Manager to ensure clear communication and approaches.
- Liaising with Audience & Communications colleagues to ensure fundraising messages and communications are delivered to appropriate audiences via print, email, website, social media and PR activities.
- Liaising with Heads of Finance, Collections and Programming on areas relevant to Development activity.

Person Specification
(competencies, qualifications & experience)

Essential

- Practical experience of fundraising within an arts/culture/heritage setting, including bid writing, account management and donor stewardship
- Excellent communication skills, both written and verbal, and confidence and ability to communicate with stakeholders at the highest level
- Knowledge of trusts and foundations supporting arts, culture, heritage, education and social causes
- Ability to manage multiple priorities and work to deadlines
- Optimum standards of presentation, attention to detail and accuracy
- Experience of CRM systems such as Tessitura
- Empathy with and enthusiasm for the aims and objectives of the Museum
- Enthusiastic and effective team-working across multiple departments and excellent interpersonal skills
- Excellent IT skills, including MS Office

Desirable

- Evidence of formal training and/or additional educational development relevant to this role
- Familiarity with Arts Council England goals and funding streams
- Knowledge of and/or interest in heritage/museums and cultural sector
- Experience of event organisation and management
- Own car or access to transport

Reports to:	Director of Development
Direct reports:	None
Hours:	35 hours per week
Salary:	£26,000 per annum
Duration:	6-month fixed term contract with a view to possible extension

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