



## Development & Fundraising Manager

£40,000 pa

Full time

### INTRODUCTION

NHRM was officially opened by HM The Queen in November 2016. It is the product of a £19 million conversion of the former site of Newmarket Palace and the accompanying former trainer's yard and paddocks into a major destination tourist venue.

NHRM aspires to be a world-class visitor experience, based in the internationally recognised home of horseracing, which provides a showcase for horseracing as well as the finest examples of British sporting art. It seeks to preserve the heritage of horseracing, celebrate the contemporary sport, and safeguard its future by bringing historical narratives to new audiences and racing fans alike. It also introduces visitors to the equine heroes of the sport, places horseracing within the broadest cultural context and unlocks the fascinating hidden royal history of Newmarket.

Comprising a museum, sporting art collection, exhibition galleries, shop, restaurant, flagship yard and arena displaying former racehorses being retrained, it is a major visitor attraction in Newmarket and the east of England, attracting visitors from across the UK as well as internationally.

In 2018 NHRM became an Arts Council National Portfolio Organisation.

### JOB PURPOSE

To raise funds, manage grant applications, administer and execute the development campaigns for exhibitions, displays and events at NHRM, working particularly with the Museum Director, the Board of Trustees (and in particular its Campaign Board), the Curator and the museum's other teams.



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## THE ROLE

**NHRM is looking for an enthusiastic, dynamic, well-organised, self-directed and motivated fundraiser to help us exploit the Museum's considerable potential as our Development & Fundraising Manager.**

This key role will be responsible for co-ordinating the museum's drive for external support through statutory funders (largely comprising Arts Council England and National Lottery Heritage), trusts and foundations, corporate support, and individual giving. This essential support will not only secure financial resilience in the years ahead; it will, in turn, enable the Museum to stage more exhibitions, displays and events and to raise our profile and reach across the region and beyond.

The role will be based at NHRM in Newmarket, but the Development Manager will also be expected, on occasion, to travel within the UK to meet current and potential funders.

From 2021 onwards, exhibitions will be high on the Museum marketing agenda, as will projects for developing links with the local community in order to increase diversity and inclusion across the museum. Increasing NHRM's learning impact will also be a key objective. It is anticipated that fundraising will increasingly focus on private giving and public subscription, rather than a major grant-making bodies, suggesting research into new fields.

## REPORTING

The Development & Fundraising Manager will report directly to the Director of the Museum and work closely with the Chairman of the Board of Trustees, who will also chair the Campaign Board. S/he will also liaise regularly with (i) the Board of Trustees' Campaign Board, co-ordinating their fundraising initiatives, (ii) the Marketing team, on promotional issues, and (iii) with the Curatorial team, on matters of exhibition planning and content.



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## KEY RESPONSIBILITIES

The Development & Fundraising Manager will be required to:

- Ensure that the museum's fundraising operation is fulfilling its potential through the efficient, optimal operation of our fundraising function. This will include co-ordinating the development activities of our Board members, advising on and guiding their initiatives as appropriate.
- Work with the Director to prepare a comprehensive database of projects in need of funding over the next 5 years, and to help the museum to pursue these project goals.
- Research prospective corporate, trust and individual donors, and plan and administer related fundraising campaigns in association with the Director and the Chairman.
- Research, write and submit funding bids.
- Ensure that gifts and grants are well stewarded and reported appropriately in accordance with donor requirements, particularly those from Arts Council England and the National Lottery Heritage Fund.
- Managing and inputting data into the museum's CRM database: ThankQ.

## SKILLS

The Development Manager will be expected to have:

- Excellent administrative skills.
- The ability to develop good relationships with a wide range of colleagues, partners and stakeholders.
- Sound cultivation and interpersonal skills.



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- Excellent communication skills, both verbal and written.
- Good IT skills, including the ability to edit and manage complex documents.
- The ability to work well in a team, and with a diverse range of professionals and audiences.
- The ability to assess priorities and make decisions, to meet demanding deadlines, balance multiple tasks, make decisions and prioritize key issues.
- Excellent CRM skills, ideally previous experience of ThankQ or equivalent database.

Desirable but not essential attributes include:

- Experience of public fundraising in the Arts in general and in the museum and galleries sector in particular.
- Experience of using ACE Grantium and NLHF application portals.
- Experience of planning, writing and submitting grant bids.
- A working knowledge of the horseracing industry.

## TERMS AND CONDITIONS

Basic working hours would be 40 hours a week, 9am-5pm, although the successful candidate will be expected to work flexibly and be able to work evenings and weekends (recompensed with time-in-lieu) as meetings and events dictate.

Salary: up to £40,000 pa.



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The Development Manager will be offered an initial year's contract, with the expectation of renewal on a permanent basis after 12 months.

Annual Leave: 20 days plus all public holidays.

Notice Period: 1 month either side.

Other Benefits: contributory pension scheme.

NHRM is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, indigenous persons, persons with disabilities, persons across the spectrum of sexual and gender identities, and others with the skill and knowledge to engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies.

Please apply to [jmellor@nhrm.co.uk](mailto:jmellor@nhrm.co.uk)

We will be reviewing applications for the next month however the interview process may start sooner as we would like to fill this post as soon as possible.



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