



## Development Manager

Part Time – Salary up to £40,000 pa (pro rata)- dependent on experience.

### THE ROLE

NHRM is looking for an enthusiastic, dynamic, well-organized, motivated experienced fundraiser to administer and execute the development campaigns for exhibitions, displays and events at NHRM, working particularly with the Museum Director, the Board of Trustees & the Curator.

You will be responsible for co-ordinating the museum's drive for external support through statutory funders (Arts Council England and National Lottery Heritage Fund), trusts and foundations, corporate support, individual giving and identify new grant revenue streams. 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.

### REPORTING

The Development 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. You will liaise regularly with the Board of Trustees, co-ordinating their fundraising initiatives, the Marketing team, on promotional issues and with the Curatorial team, on matters of exhibition planning and content.



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## KEY RESPONSIBILITIES

The Development 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:

- Demonstrable experience and results.
- Excellent administrative skills.



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- The ability to develop good relationships with a wide range of colleagues, partners and stakeholders.
- Sound cultivation and interpersonal skills.
- 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. Training will be given.

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.



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## TERMS AND CONDITIONS

Basic working hours would be 3 days per week (9am-5.30pm) but flexible hours would be considered. 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.

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 (pro rata) plus all public holidays.

Notice Period: 1 month either side.

Other Benefits: contributory pension scheme. Onsite parking.

Closing date for applications: 31<sup>st</sup> October 2021

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 [abell@nhrm.co.uk](mailto:abell@nhrm.co.uk)

Please note the application window may close sooner than as we would like to fill this post as soon as possible.



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