



TORQUAY MUSEUM



## Role Description – Development Manager

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<b>Role title:</b>	Growing Museums Development Manager, MRF2 project
<b>Reporting to:</b>	Basil Greenwood, Director, Torquay Museum
<b>Location:</b>	Torquay Museum base with travel to Brixham and Torre Abbey Museums
<b>Salary:</b>	£30,000 Per annum
<b>Hours per week:</b>	37.5
<b>Holiday Entitlement:</b>	28 days P/A including public holidays
<b>Status:</b>	<b>This vacancy is on a Fixed Term Appointment basis for 12 months from appointment</b>
<b>Closing date:</b>	6 <sup>th</sup> March 2017
<b>Interview dates:</b>	Week beginning 13 <sup>th</sup> March We will notify by e-mail whether you have been successful or not in gaining an interview.
<b>Job contact:</b>	employment@torquaymuseum.org

### Key purposes of the role:

- To manage Torquay Museum's revenue fundraising programme with the support of the Director.
- Develop fundraising programmes for Torre Abbey and Brixham Museums as appropriate for the different nature of operations at those Museums
- Develop and maintain relationships with trustees, donors, volunteers, members and prospects.
- Raise funds from trusts, companies and individuals.
- Provide income through fundraising for core operations, exhibitions, education, conservation, acquisitions and other aspects of Museum activity.

The post holder will work with the MRF 2 project team including the Volunteering Officer, Events and Marketing officer to ensure alignment of programmes of activity with key operational staff across the three museum sites and the MRF project board. The post holder will be responsible for project monitoring and reporting relevant to the role. The post holder will also work in collaboration with key local and regional partners and networks including the South West Museum Development Programme in order to both access and contribute to the development of the sector.

### Key result areas:

- Raise funds from a variety of sources to support the Museum's core programme

- Manage the Museum's fundraising activity including annual giving, legacies, major gift programmes, sponsorship, grant applications, fundraising and cultivation events and other special projects
- Maintain regular contact with and manage relationships with current and prospective donors including organisations and individuals
- Support marketing initiatives to help promote and strengthen the Museum brand and develop new audiences
- Make grant applications to charitable trusts, foundations and companies
- Assist with the setting up of a CRM system - Manage relevant databases, records, files and gift-processing ensuring prompt thanking and high levels of stewardship
- Assist with the design of a proactive Legacy Programme and manage it thereafter
- Attract and manage sponsors and corporate members
- Create fundraising literature for a range of potential supporters
- Produce and deliver reports required by funding organisations and other external/statutory bodies
- Work closely with the Events officer on fundraising initiatives
- To undertake specific training and development activities pertaining to the role and the organisation, as identified and agreed with the Museum Director

### **Role competencies:**

To be considered for this post you will need to demonstrate the following competencies:

#### **Essential**

- Minimum three years as professional fundraiser
- A fundraising role within an heritage or arts environment
- Implementing, managing and developing relationships and fundraising initiatives
- A specialism in at least one funding source type (trusts/individuals/companies) working with people to develop their ability to engage with and deliver on museum activities.
- Creative and strategic thinker
- IT database management/Excel/Word
- A keen understanding of the fundraising market place and how to attract funds
- Proven high quality administrative skills
- Good presentation and negotiating skills
- Ability to work without close supervision
- Presentable and personable – good with people
- Team player
- Excellent written and oral skills
- Numerate
- Flexible attitude to work
- Demonstrable interest in the museum and heritage sector
- The ability to communicate and work positively and effectively with the Museum's community, its staff, key stakeholders and visitors

#### **Desirable**

- Organising events
- Delivering high quality stewardship
- Managing budgets

**Additional information:**

A driving licence is essential to this role.

A DBS check may be required for this role.

**Relocation package available: No****How to apply**

Please send your C.V and a covering letter explaining how your skills and experience match the competencies required for the role by e-mail to [employment@torquaymuseum.org](mailto:employment@torquaymuseum.org) or by post to Torquay Museum, 529 Babbacombe Road, Torquay TQ 1 1HG . To be received no later than 5pm on 6<sup>th</sup> March 2017.

Torquay Museum is committed to valuing diversity and to equality of opportunity. As an Equal Opportunities employer we welcome applications regardless of gender, race, disability, age, religion or belief or sexual orientation. We operate a family-friendly policy including flexible working patterns.

This post is financially supported by the Arts Council England with Museum Resilience 2 funding.