

Trusts & Grants Development Officer



National Army Museum

National Army Museum Development Trust

Post: Trusts and Grants Development Officer Post No: NAMDT 776

Reports to: Development Fundraising Manager

Job role

As a key member of the Development Fundraising department, the post-holder will be responsible for generating income from trusts and foundations and the corporate sector to support the National Army Museum's Building for the Future Capital Appeal.

To realise our vision we need to raise £22.75 million over a four-year period. We have been awarded a grant of £11.35 million from the Heritage Lottery Fund and in addition, we have raised c£2 million in donations and pledges towards the balance of £11.4 million. We have a fundraising strategy in place to raise just over £9 million from major donors, grant making trusts, livery companies and the corporate sector.

Job Description

The post holder is responsible for:

1 Strategy and planning

- a. Identifying and exploiting opportunities to generate and/or increase income from trusts and foundations and the corporate sector.
- b. Leading on the development and delivery of operational plans to maximise income from these organisations, including executing a regular programme of applications.
- c. Drafting, submitting and progressing applications.

2 Maximising income from grant making organisations

- a. Leading on the co-ordination and drafting of applications to large funders i.e. trusts and foundations and corporates; and working collaboratively with colleagues from across the organisation to deliver these.
- b. Identifying prospective corporate sponsors and working with the Senior Management Team to prepare and lead corporate pitches.
- c. Working with and supporting Collections division staff to draft and submit timely and informative reports to funders, and manage the overall timeline for reporting.
- d. Liaising with Trust Administrators and Trustees to establish key dates and maximise chances of success.

3 Measuring and reporting on performance

- a. Responsible for setting, monitoring and reporting on progress towards achieving fundraising KPIs and ROIs; and for ensuring resources are used effectively.
- b. Responsible for the development and maintenance of organisational funder constituents on the fundraising database (currently Raisers Edge).

4 Resource Management

- a. The post has no line-management responsibilities, but will liaise as appropriate with the Museum's Staff, Senior Management, Trustees and Supporters.

5 Internal Relationships

- a. Work closely and effectively with colleagues across the Museum, in particular, the department of Marketing and Communications and Collections staff, to ensure active engagement with fundraising.
- b. Actively contribute to organisational cohesion, encouraging cross-team working, and a problem solving approach.

6 External Relationships

- a. Develop and maintain positive relationships with funders including corporate partners.
- b. Represent the Museum externally, promoting the work of the National Army Museum and developing productive relationships with external stakeholders.

7 Health & Safety

- a. Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

8 Data Protection

- a. Maintain awareness and ensure compliance with Museum policies including health and safety and data protection.

9 In addition, the post-holder is required to:-

- a. Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
- b. Support the Director in her capacity as the Museum's Accounting Officer and to have due regard to mandatory guidance in Managing Public Money; likewise the requirements arising from the fact that the Museum is a Registered Charity, an Executive Non-Departmental Public Body, and a Museum registered with the Arts Council England (ACE); also to undertake such duties and responsibilities as are implicit, as well as explicit, in the Museum's Financial Framework (as agreed in 2010 with the MOD), the Financial Procedures Manual and the Museum's Strategic Plan.
- c. Effectively managing delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director's appointment as the Museum's Accounting Officer; especially to promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Management Team Finance Committee, and overseen by the Assistant Director (Operations); to play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources.
- d. Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (Risk Management at the NAM: Matrix of Risks).
- e. Carry out his/her duties in accordance with the NAM's Equal Opportunities Policy.
- f. Travel to and operate from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other NAM property or services are held, or carried on, as and when necessary. UK and some foreign travel may be required.
- g. The post-holder must co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media. This will include membership of various development and other teams set up from time-to-time and reporting to the Director and Management Team.
- h. Make presentations to the NAM Council (Trustees), the Director and Management Team, members of staff and existing and potential funders, and produce financial and non-financial reports.
- i. Take personal responsibility for keeping up to date with issues affecting the work of the Museum and maintaining professional skills and expertise.
- j. Perform other duties as directed by the Development Fundraising Manager.

10. The appointment is a fixed-term contract for two years, subject to a six-month probation period, and full-time, working 36 hours per week, 5 days out of 7. Additional evening and weekend working will be required. The salary is £35,000pa inclusive. There is an opportunity to join a joint contributory Pension Scheme.

11. The appointment will be subject to a security clearance through Disclosure Scotland.

12. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.

13. The National Army Museum is an equal opportunities employer.

14. The National Army Museum operates a no smoking policy.

Location:
Category:
Duration:
Type of Contract:
Hours:
added: May 18, 2012

Chelsea
Fundraising/development

Contract
Full Time
deadline: June 15, 2012

More information: <http://www.nam.ac.uk/vacancies>