



Job Description

Development Manager – High Net Worth and Major Donors

Temporary post for 18 months

Part-time: 3 days a week

Background

Dundee Heritage Trust runs two highly respected and vibrant museums – The Royal Research Ship Discovery/Discovery Point and Verdant Works. Both sites are fully accredited museums and have won numerous awards, both national and international, as well as being 5 star rated attractions with Visit Scotland. Both the polar and jute collections are Recognised Collections of National Significance. At this exciting time in Dundee Heritage Trust's history, a major appeal is underway to transform RRS Discovery and Discovery Point to secure its future as an internationally significant centre for Antarctic heritage, environment and learning. The Development Team is being expanded to support the delivery of the Discovery Point Transformed project.

Base

This post requires your base to be at the Dundee Heritage Trust HQ but a flexible working pattern can be developed, including working from home as work demands. The number of days in the office and at home will be discussed with you prior to you starting your role and kept under review.

Organisational Relationships

Working under the direction of the Heritage & Exhibitions Director (HED) and working alongside a Development Manager (0.6 FTE) and their reports including Development Officers (1.6 FTE) and an Assistant (0.2 FTE).

Purpose

The Development Manager (HNW&MD) will be responsible for developing and delivering a fundraising strategy to raise funds to support the delivery of the DPT project.

Your role will cover the development of multiple income streams, some from a standing start, focusing on high net worth and major donors. You will work closely with the Team to identify suitable opportunities, build relationships with stakeholders and maximise income from a range of income channels.

You will work with the Team in establishing an effective framework to increase and ensure a healthy return from high net worth and major donor giving.

Duties and responsibilities

Core Responsibilities

- Work with the Team to secure major donor and HNW support for the DPT project. The overall campaign target is £10m, with £5.8M already pledged or secured.
- Support the Team in creating, implementing and developing a multi-channel fundraising strategy for the DPT project.
- Take responsibility for implementation of the HNW and MD fundraising strategy and meeting or exceeding the agreed income target.
- Cultivate, steward and manage a broad portfolio of funders and donors to build and strengthen DHT's relationships and income generation
- Provide insight and advice on trends and developments affecting philanthropy.
- Develop a good understanding of Dundee Heritage objectives and future plans and work closely with colleagues to develop campaigns which will attract funding/donors.
- Create inspiring and compelling, well written campaign and application materials
- Ensure that all reporting requirements for donors and funders are met within the specified deadlines
- Work with the Team to maintain an effective database of fundraising contacts.
- Support the development and implementation of an engagement strategy with current and potential donors.
- Identify prospects who may have links to the wider team, CEO or Trustees and engage colleagues to maximise opportunities
- Work closely with the Team to plan and deliver opportunities to engage donors with our work and participants.
- Work with the wider Team to achieve fundraising targets across the range of potential donors and in line with the fundraising strategy.
- Regularly review prospective funders in line with funding needs and priorities

Staff Management

- No direct line management responsibility
- Where appropriate, contributing to appropriate training, development, leadership and supervision of the Team

General

- Be aware of the work of other departments in the achievement of DHT aims.
- Take an active part in communicating and co-operating with other staff and departments.
- Follow all DHT guidelines, procedures and policies.
- Work in accordance with the companies Equality and Diversity Policy.
- Be aware of and comply with rules and legislation pertaining to Health & Safety at work.
- Take an active part in achieving high standards of customer and client care.
- Contribute to an enthusiastic, positive work climate within the organisation contributing to charity KPIs and maintain highly effective cross team working.

Person Specification

Essential:

- Relevant degree or equivalent qualification or level of professional experience
- Fundraising skills and demonstrable experience of high net worth and major donor campaigns.
- Experience of developing a capital appeal campaign.
- Strong track record of securing high level funding and meeting fundraising targets.
- Excellent fundraising experience and skill with proven ability to manage complex bids, report writing and proofreading.
- Financial management skills including supporting the Team in budget preparations and financial reporting.
- Excellent communication and interpersonal skills to build and maintain relationships at all levels with a broad stakeholder base (including Board members).
- Ability to prioritise workloads and coordinate workflows between team members to meet deadlines for bids or reporting purposes.
- Ability to work independently and take a proactive approach to problem solving and identifying new opportunities.
- Applied knowledge of current legislative frameworks and fundraising best practice within the charitable sector
- Experience in developing fundraising strategies and brokering partnerships
- Ability to work under pressure and problem solve

Desirable:

- Experience of fundraising within an arts, heritage and/or cultural context
- Knowledge of, or strong interest in, the museums/development themes i.e. historic ships, polar exploration, Antarctica, climate change, industrial/social heritage.
- Fundraising experience with statutory, trusts & foundations, individuals and corporate fundraising.
- Experience of working with or alongside volunteers, including using their support to promote fundraising projects
- Events management for fundraising purposes
- Social media skills
- Holder of a UK Driving License

Terms & Conditions:

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Rate of Pay: in the region of £21,000 p.a. (£35,000 FTE) depending on experience

Hours of work: 21 hours per week, on agreed days across Monday to Friday, with flexible & hybrid working where required including occasional evenings and weekends.

Holidays

Holiday entitlement is 31 days pro-rata, rising to 33 days after 3 years' service and rising to 35 days after 5 years' service. This includes public holidays, 4 of which are fixed – Christmas Day, Boxing Day, New Year's Day, and 2nd January

Pension

The Government has introduced a new law which requires employers to enroll their workers into a workplace pension scheme automatically if they meet the following conditions.

- Are not already in one;
- Earn over £10,000 a year/£833 per month/£192 per week
- Are aged 22 or over; and
- Are under State Pension age

If you meet these requirements during your contract with you will be auto enrolled into our qualifying scheme – The National Employment Savings Trust (NEST) Pension Scheme.

Staff benefits

- Discount on meals from Verdant Works Café
- Discount on purchases from the Gift Shops at Discovery and Verdant Works
- Be part of an award-winning team!