



## Fundraising Manager Job Description and Person Specification

### About the Cromwell Museum Trust

The Cromwell Museum, housed in the oldest building in the Cambridgeshire market town of Huntingdon, is home to the world's best collection of artefacts relating to the 17<sup>th</sup> century soldier and statesman Oliver Cromwell. It tells the story of this hugely significant, yet controversial, figure 'warts and all'. The Museum was first opened in 1962 in Huntingdon. 60 years later it is now an Independent Museum, a registered charity (CIO) and looks after an internationally important collection of nearly 1,000 artefacts, including fine art, personal artefacts, manuscripts and documents, arms and armour and much more. It welcomes over 10,000 visitors per year who come to Huntingdon from all over the UK and beyond, and 'punches above its weight' for a museum of its size in terms of its regional and national profile.

Currently the Museum operates with a team of 2 paid staff (Curator and Learning Officer), 9 Trustees and some 30 volunteers. It works closely with Huntingdon Town Council (who own our building and provide office space in the Town Hall). Currently approximately a third of the Museum's costs are covered by a Town Council grant, a third by visitor/commercial income (donations, retail, events, tickets etc) and a third by fundraising (trusts and foundations, grants, HNW individuals etc).

### Job Purpose

The Cromwell Museum Trust is recruiting a well-rounded fundraiser with experience across a wide variety of fundraising sources that match the ambitions of the charity.

We are going through an exciting period in our development, with the potential for a major capital project over the next few years with an expansion of the Museum. We are seeking a fundraiser who can help us secure the funding that will enable this and other high-profile projects, as well as that which will sustain and develop our day-to-day operations.

A passion for heritage is essential - as is cultivating close and attentive relationships with supporters. We are looking for a collaborative worker who can deliver a successful and innovative fundraising programme, working closely with colleagues, Trustees, and volunteers to enable the Trust to raise the funds to deliver its ambitions.

### About You

- You are passionate about history, museums, heritage, public engagement and inspiring people about our collections and stories relating to one of the most significant periods and individuals in British history.
- You feel confident representing the organisation to a variety of stakeholders and creating bespoke cases for support for each audience.
- You are an experienced fundraiser, with a successful track record of helping charitable organisations to attract and grow income and funding from a wide range of public and private sources.
- You are entrepreneurial, ambitious but practical in your approach to fundraising and appreciate the balance of skills and requirements that this discipline requires.
- You are a proactive networker and collaborator.

- You are a strong communicator - able to identify and build effective relationships across all stakeholder groups and at all levels of seniority.

### Responsibilities

- Leading and managing fundraising activity across the organisation, advocating for the vital importance of growing support at all levels.
- Devising the development strategy and plan which integrates activity across the organisation to grow income sustainably to meet our strategic aims.
- Developing and managing effective policies and procedures in line with best practice in the sector including the Fundraising Regulator..
- Keep detailed and accessible records of all fundraising activity..
- Managing development budgets and other related resources.
- Develop and maintain productive and positive relationships with Trustees, stakeholders, staff, and volunteers.
- Support the development of the Cromwell Museum Trust's forward plan.
- Represent the Cromwell Museum Trust at internal and external networking opportunities, developing existing and new donor relationships, and deputise for the Curator where necessary.
- Supporting colleagues in drafting correspondence and documentation, such as reports, briefings, applications, presentations, or other communication items to support development activity.
- Prioritising excellent stewardship of all supporters including major donors, trusts and foundations, corporate partners, and statutory bodies. Ensuring exemplary communication and appropriate credit leading to long term relationships.
- Help develop and grow our Membership Scheme, ensuring Members feel involved with and supportive of the Museum and its objectives.
- Utilising our website, online giving platforms and social media channels to promote giving and engagement.
- Engage with the Board of Trustees through timely reporting and strategic planning.
- Maintain all supporter data to GDPR standards.
- Carry out any other duties as deemed appropriate by the Curator.

### Person Specification

#### KNOWLEDGE & EXPERIENCE

	Ess	Des
<ul style="list-style-type: none"> <li>• Proven track record of securing significant funding from a variety of sources, including high net worth individuals, corporates, trusts, and foundations, and individual giving.</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• Experience of successful fundraising and cultivation of donors for campaigns of £250,000+, including capital projects</li> </ul>	Yes	Yes
<ul style="list-style-type: none"> <li>• Experience of building a body of supporters and donors and managing positive relationships through effective marketing strategies and personal communication</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• Experience of designing and implementing development strategies, including revenue and capital fundraising activities</li> </ul>	Yes Yes	
<ul style="list-style-type: none"> <li>• Experience of budget development and management, and an understanding of management accounts</li> </ul>	Yes Yes	
<ul style="list-style-type: none"> <li>• Knowledge of relevant charity and tax laws</li> </ul>		
<ul style="list-style-type: none"> <li>• Experience of working in a Heritage, Arts or Cultural Charity</li> </ul>		Yes

#### SKILLS

	Ess	Des
<ul style="list-style-type: none"> <li>• Ability to inspire and motivate colleagues to create effective and successful income generating initiatives</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, with the ability to engage a wide range of people</li> </ul>	Yes	

<ul style="list-style-type: none"> <li>• High attention to detail, particularly regarding written work, budget, and event planning</li> <li>• Excellent influencing, negotiation, and diplomacy skills</li> <li>• Good IT skills including databases</li> </ul>	Yes Yes Yes	
<b>BEHAVIOURAL</b>	<b>Ess</b>	<b>Des</b>
<ul style="list-style-type: none"> <li>• High standard of professional ethics and integrity</li> <li>• Creative, pro-active, and organised</li> <li>• Ability to think and operate strategically and provide flexible solutions</li> <li>• Commitment to own professional development</li> <li>• Able to deliver to demanding deadlines and with a hands-on approach</li> <li>• Ability to self-motivate, work as part of a small team, and support colleagues</li> <li>• Confident, resilient, and resourceful</li> <li>• Committed to health and safety and the promotion of equality</li> </ul>	Yes Yes Yes Yes Yes Yes Yes Yes	

**Reports to:** Museum Curator  
**Responsible for:** Fundraising volunteers  
**Location:** Huntingdon Town Hall (office); remote working from home is welcomed.  
**Contract:** Permanent  
**Salary:** £34,773 per year (SCP 30) (£17,386 pro-rata)  
**Annual Leave:** 26 days per year (plus Bank Holidays) (Pro-rata 13 days plus Bank Holidays)  
**Working hours:** 18.5 hours per week (with occasional weekends and evenings).

#### Probationary period

This post is subject to the requirements of a three-month probationary period.

#### Equal opportunities

The Cromwell Museum strongly encourages applications from people of all backgrounds and sectors of society, regardless of age, sex, race, colour, religion, marital status, sexuality, or disability. If you feel that you would like to work for us and have something to bring to our organisation, then we would like to hear from you. We treat everyone with respect and expect that every employee/volunteer does the same and that diversity is valued in the workplace.

#### Health and safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, and to ensure that agreed safety procedures are carried out and to maintain a safe environment for volunteers, employees, and visitors.

#### Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the Cromwell Museum. This job description will be reviewed in conjunction with the post holder annually as part of the appraisal process.

#### DBS Check

As this post may involve some contact with young people and vulnerable adults, a satisfactory DBS check will be required.

#### Employment Terms and Pension

The post will be paid and employed by Huntingdon Town Council (HTC) according to their terms and conditions, including enrolment in the Local Government Pension Scheme. The post will be managed by the Cromwell Museum Trust.