

Job Description

Job Title	Development Campaign Manager
Salary	£45,000 (pro-rata)
Hours	Part-time (3 days a week)
Location	The Charterhouse, Barbican
Duration	Two-year contract
Responsible to	Deputy CEO
Responsible for	Development Administrator (full-time)
Overall job purpose	To conduct the Project650 campaign and build and maintain a donor constituency for the Charity
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ To raise funds for the Charterhouse, from Trusts & Foundations, Individuals and the corporate sector ▪ To oversee the Friends programme ▪ To develop and maintain a donor constituency for the Charity ▪ To raise funds for the Charterhouse developing new fundraising appeals linked to care of the Brothers ▪ Develop, manage and maintain the donor database ▪ To research individuals, Trusts & Foundations and businesses prior to fundraising applications when appropriate ▪ Research and develop new fundraising streams to support the Project650 campaign, including individual donors, corporate donors, Trusts and Foundations and through the 1611 Society ▪ Develop the 1611 Society (the legacy programme) ▪ Ensure regular communications are maintained with donors and potential donors, including via the Friends newsletter and liaise with the Head of Comms on the general Charterhouse newsletter ▪ Provide reports to the Development Committee of the Charterhouse ▪ Act as an ambassador for the Charterhouse and its fundraising ▪ Liaise with the Finance department to ensure that donations are properly administered and recorded, project budgets are accurate and accurate reports are created for donors
Special Circumstances	Be prepared to work flexible hours (the post-holder will on occasion be required to work during evenings and weekends)

<u>Person specification</u>	Essential	Desirable
Education – levels & subjects	<ul style="list-style-type: none"> ▪ Degree or equivalent 	<ul style="list-style-type: none"> ▪ Degree in a relevant subject such as: history, history of art, art & design ▪ Working knowledge of a foreign language. ▪ Field-specific qualifications and training in fundraising and development
Specific technical/professional experience	<ul style="list-style-type: none"> ▪ Worked previously with a Development Office ▪ Demonstrable experience of fundraising ▪ Demonstrate understanding of the skills and abilities required to be a successful fundraiser 	<ul style="list-style-type: none"> ▪ Have experience of applying for funds to Trusts and Foundations ▪ Worked with/knowledge of Membership and Friends schemes ▪ Experience of Raisers Edge
Skills & abilities	<ul style="list-style-type: none"> ▪ Confident speaker ▪ Able to manage workload and conflicting priorities ▪ Able to work unsupervised and as a team member ▪ Demonstrate ability to adapt writing style for different audiences ▪ Ability to input and manage data accurately showing attention to detail ▪ Ability to produce management reports ▪ Ability to establish and maintain relationships with donors and potential donors ▪ Knowledge and understanding of the use of databases and spreadsheets ▪ Proficient in Word packages ▪ Knowledge of reporting to National Lottery Heritage Fund ▪ Proven track record of working with high-net-worth individuals ▪ Knowledge of membership schemes in the heritage sector 	<ul style="list-style-type: none"> ▪ Ability to research ▪ Ability to manage events ▪ Knowledge of National Lottery Heritage Fund (applications and reporting)

The Development Campaign Manager is a newly created role reporting to the Deputy Chief Executive Officer and working closely with the senior leadership team. The focus will be to steward and expand the portfolio of donors primarily for Project650, working as part of the fundraising team to develop effective donor cultivation strategies. The ideal candidate will bring a proven track record of success in securing philanthropic gifts, with experience of working collaboratively across a complex organisation. You will have expertise in relationship management, outstanding interpersonal and communication skills, a confident approach a passion for heritage and an interest in elderly care. This is an excellent opportunity to further your career, developing high-level relationships with major donors.