



# the Charterhouse



Application Pack

**Development Manager**

September 2023

## Background information – About Us

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The Charterhouse is a unique medieval survival on the fringe of the City of London, it has been living the nation's history since 1348. Our seven-acre site in Clerkenwell, spans a dramatic and fascinating 700 years from Carthusian monastery and grand Tudor mansion, to 17<sup>th</sup> century almshouse and school. The buildings retain Grade I and II listed status, attracting visitors from all over the world, and our site has been the location of popular TV and film productions, from Downton Abbey to The Crown. We are also still a home and community for older people, providing care and accommodation, a continuation of the historic almshouse founded here in 1611.

**Our history:** Opening onto Charterhouse Square, our complex of buildings joins nearby Clerkenwell Green, London Wall, St Bartholomew's the Great, and St John's Priory, as an important site in this historic area of London. The Charterhouse appears in the writings of Daniel Defoe, Charles Dickens and William Makepeace Thackeray, but its own stories rival the famous works it inspired.

Elizabeth I spent the first days of her reign in the Charterhouse, convening her first Privy Council in the Great Chamber and James I (of England) created 133 Barons in the same room (the last surviving Great Chamber in London), prior to his coronation. The other parts of our historic site, from the 14<sup>th</sup> century Norfolk Cloister to the impressive Master's Court, the Tudor Washhouse Court to the 17<sup>th</sup> century Chapel, all have a rich seam of stories to be discovered.

Our NLHF funded museum, curated in partnership with the Museum of London, houses a collection of 120 objects, including loans from the V&A. The museum highlights key moments of our fascinating and dramatic development, from medieval times to survival and rebirth following the Second World War. Our purpose-built Learning Centre facilitates our learning programme, welcoming schools, families, universities, and adult learners.

Visitors today will experience the wonderful atmosphere of our historic site, but also see the living community of our resident Brothers. The traditional *Brother* name is purely an historic reference to the Charterhouse's monastic past - today women join our community of 40 resident Brothers.

**Our future:** We are focused on sharing our heritage and investing in it so that more people, and a wider range of people can be welcomed; fundraising will be central to making this a success. The care and conservation of our Grade I and II listed site will be fundamental to keeping the Charterhouse alive, as will maintaining a supportive, modern community within our historic walls. Our mission is to **create a community of excellence for the care of older people**, and to balance this with an outstanding visitor experience of an historic London destination.

We are at present drawing together a comprehensive masterplan of required conservation and building refurbishment, to ensure that the Charterhouse is fit for purpose. While our immediate plans span the next three to five years, we are also laying new foundations for

the next four hundred. As we look to the next chapter in our history, we aim to build on our recent fundraising, and to grow our team.

## **Role specification and details – About You**

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This is an important, newly created role in the team at the Charterhouse, reporting to the Director of Development and Public Engagement. The role would be ideally suited to a successful fundraiser from an arts and heritage background, ready to take their next step. The successful candidate will support the Charterhouse to expand its operations to provide more support to our resident community, to continue to improve our historic site, and to enrich the lives of the local community.

The Development Manager will be responsible for producing compelling, engaging copy for Trust and Foundation applications, for fundraising communications and for donor relations activities. The role will help to build a sustainable pipeline of support for the Charterhouse, as well as to ensure that existing donors receive regular updates, that gifts are processed and managed with accuracy, and that donors are stewarded effectively.

The Development Manager will bring experience running Friends/Patrons schemes, will be able to engage donors with enthusiasm, and will also act with discretion. Ideally you will have supported capital projects and learning or community engagement programmes, and have experience of widening participation. You will have a successful track record in achieving 4 or 5-figure donations through Trust fundraising and/or individual gifts. Knowledge of and experience in fundraising for heritage, historical or cultural organisations is a particular advantage. However, we are also interested in meeting candidates with a passion and interest in our work, who have gained fundraising experience in other sectors.

This is a permanent, full-time position, based at the Charterhouse in London, with occasional evening and weekend working.

### **Key Responsibilities**

- Developing and managing a successful fundraising pipeline;
- Creating compelling, accurate written copy to convey the aims, objectives and impact of the Charterhouse in applications to grant-making Trusts;
- Developing copy for newsletters, blogs, website etc.;
- Supporting a successful donor journey experience from prospect research to cultivation, solicitation and stewardship;
- Ensuring accurate gift processing, thanking and reporting systems are developed and maintained;
- Providing administrative support of the Charterhouse Friends and Patrons schemes and ensuring that the donors within them feel engaged and informed;
- Supporting the running of fundraising events;
- Ensuring that the database is maintained effectively with a keen eye for detail.

### **Key Skills**

- Proven fundraising success in achieving 4 or 5-figure gifts from Trusts and Foundations or individual donors;
- A track record in supporting and managing a successful and sustainable donor pipeline;
- Financial acumen and accuracy to effectively manage gift processing and reporting;
- An organised, can-do person with a meticulous attention to detail and strong administrative skills;
- A warm, enthusiastic approach, skilled at maintaining relationships with donors and supporters;
- Experience of developing a range of written communications tailored for different audiences;
- Experience of managing a database of donors or of accurately maintaining donor records.

#### **Desirable Experience**

- A successful track record in achieving fundraising targets in a heritage organisation;
- Experience of successfully managing a Friends or Patrons scheme;
- Fundraising event management experience, or experience of supporting donor cultivation events.

## **Terms of appointment**

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**Salary:** £35,000 - £37,000 full time + pension

**Location:** The role will be office-based at the Charterhouse, Charterhouse Square, London EC1M 6AN and this is an important requirement of the post. Flexible working on one day may be considered.

**Application details:** We invite applications for this role via Gemma McPhail at Philanthropy Company; please send your CV and a Covering Letter outlining your experience, how it fits the criteria, and why you are applying for this role to: [Gemma@philanthropycompany.com](mailto:Gemma@philanthropycompany.com) **by 9am Monday 2<sup>nd</sup> October**. Interviews will take place during the second week of October.

If you have questions about the role please contact Tom Foakes, Director of Development and Public Engagement at the Charterhouse on: [Tom.foakes@thecharterhouse.org](mailto:Tom.foakes@thecharterhouse.org)