Director of Development

Job Specification

**Introduction from the Chairman**

Sir John Soane’s Museum is the finest monument in the world to the life, work and collections of a creative genius. After several decades of work, the Museum has been brought back to a state very close to its appearance on John Soane’s death in 1837, much as his act of Parliament required it to be.

The Museum is also extremely fortunate that John Soane’s stock has never been higher, revered as he is by both modernist and post-modernist architects, as well as by designers and artists working in traditional media and with the latest technology. The Museum has active programmes founded on our great historic collections as well as in contemporary art and design. The success of its exhibition and learning programmes means that the Museum has attracted new audiences and exceeded its pre-COVID visitor numbers in the last financial year.

The Museum is in a very strong position, and in August we will appoint a new Director to lead the Soane into the next chapter of its operation. The focus is to make 12-14 Lincoln’s Inn Fields an even greater source of inspiration and fun, very much in the spirit of John Soane. The new Director will join the Museum in January, and will be closely supported by the new Director of Development. For this reason, both the outgoing Director, Dr Bruce Boucher, and his forthcoming successor, will be involved in the appointment of the Director of Development.

It is an exciting time to joining the Soane, and we look forward to hearing from you.

*Lord Sassoon, Chair*

**Background Information on Sir John Soane’s Museum**

Sir John Soane’s Museum was the home of one of England’s greatest architects, Sir John Soane (1753–1837), and has been a public museum since the early 19th century. Soane made continuous alterations to his home and collection on Lincoln’s Inn Fields, adding more objects to his arrangements and seeking always to enhance the poetic effects and picturesque qualities of the architectural setting. The Act of Parliament that established the Museum required that Soane’s interiors and arrangements of objects should remain ‘as nearly as possible’ as they were at the time of his death in 1837. The Museum receives an annual grant-in-aid from the Department for Culture, Media and Sport and is the smallest of the UK’s national museums. Admission is free, and the Museum is visited by more than 130,000 people each year.

**The Collection**

Sir John Soane was a visionary who used his home as a laboratory for his ideas, as a professional office for his architectural practice and as a study space for his architectural students. His importance as an architect is reflected by his continuing influence on architects and designers across the world today. The Museum displays his personal collection of casts, antiquities, sculpture and paintings as they were left at the time of his death, as well as preserving over 30,000 architectural drawings and a rare surviving library of some 7,000 books. Soane’s Library and archive uniquely illustrate the practice of architecture during a period that influenced architecture around the world. The entire contents and collections of the Soane have been digitised and the Museum’s microsite *Explore Soane* allows digital visitors to examine key spaces in more detail.

Amongst Soane’s other treasures are paintings, sculpture, Greek and Roman antiquities, architectural fragments, architectural and decorative casts, gems and many other items from masonic gloves to mummified cats. The alabaster sarcophagus of the Egyptian King Seti I is one of the most important Egyptian objects outside Egypt and other treasures include one of the best Canalettos in the world, two of the surviving three series of ‘modern moral subjects’ by William Hogarth, three works by Turner, copies of all the first four folios of Shakespeare’s work and Piranesi’s drawings of the temples at Paestum.

The unique preservation of the objects in their original settings combined with the architecture of some of the most inventive spaces ever built make the Soane Museum an increasingly studied ‘museum-piece among museums’ and an icon for architects across the world. Soane’s global influence as a designer has continued to the present day with virtually every architect of a significant gallery/museum over the last three decades citing his influence.

**The Building**

Since 1985, the Museum has been engaged in the gradual restoration of the building fabric and the careful study and reinstatement of Soane’s original interiors and arrangements, culminating in a £7 million project, ‘Opening up the Soane’ (OUTS), funded by major trusts/foundations and the Heritage Lottery Fund, which concluded in 2016.

The most recent restoration project, which opened in Spring of this year, has seen Soane’s Drawing Office, the oldest surviving example of its kind, now open to public tours for the first time in its 200-year history. The Office was the creative heart of Soane’s home on Lincoln's Inn Fields. Here, Soane’s draughtsmen and pupils worked on his architectural projects, inspired by his extensive collection. The Drawing Office is a central part of Soane’s own legacy, where he supported the next generation of architectural talent.

**The Programme**

The Museum has put on more than 60 exhibitions since 1995 (when its first temporary exhibition gallery opened), on a wide range of subjects and drawn both from its own collections and those of other regional, national and international institutions. Among these have been the first exhibitions of the work of Frank Gehry and Daniel Libeskind in Britain and pioneering installations of contemporary artworks in the Museum itself. A number of its exhibitions have toured internationally.

The Museum hosts a wide range of events and has a successful award-winning education programme for both adults and children. Nearly two centuries after Soane’s death, the Museum continues to play a role in architectural and artistic education that is not matched by other organisations. Its collections and archives are consulted by scholars, architects, and students from around the world, and its small team of curators contributes authoritatively to scholarship and public appreciation of the collection.

The opening up of The Drawing Office has marked the launch of a new residency programme at the Soane – Artist at Soane – which will see two artists hosted at the Museum each year, one in Spring and the other in the Autumn. The two residents will be able to work in the Office and draw from the Museum’s collection, exhibitions, and education programme to inspire their work.

Since 2017, the Soane has hosted the Architecture Drawing Prize, celebrating the art of drawing in three categories: hand-drawn, hybrid and digital. The Museum exhibits the prize winners and shortlisted entries, and the Prize attracts submissions from around the world, attesting to the truly international nature of the Prize and the great skill and originality of entrants. Since 2020, the Soane has presented ‘By Design’ in partnership with Luke Irwin, a series of public talks in which leading designers discuss their practice, through the lens of a single object. Speakers for the first three seasons were Cornelia Parker, Sophie Hicks, Martin Brudnizki, Stephen Jones, Martino Gamper, Es Devlin, Edmund de Waal, Olga Polizzi, Peter Saville, Ilse Crawford, Amanda Levete, Erdem Moralıoğlu, and Phyllida Barlow.

Since 2017, the Soane has run ‘Soane Lates’, an opportunity to discover the atmospheric spaces of the Museum and the stories behind them after hours and by candlelight, with curated content revealing the secrets behind the collection. There is a different Late each month, each exploring a different theme of the collection.

Finally, The Annual Soane Medal and Lecture continues the mission of Sir John Soane to encourage a better understanding of the central importance of architecture in people’s lives. Established in 2017, the Soane Medal recognises architects, educators and critics who have made a major contribution to their field through practice, history or theory, and in doing so have furthered and enriched the public understanding of architecture. Previous winners include Marina Tabassum, Denise Scott Brown, Kenneth Frampton, Rafael Moneo and Peter Barber.

For more information on the Museum please visit: www.soane.org

**The Development Department**

The Development Department devises and delivers all the Museum’s fundraising, including Patron and Friend schemes, major giving, grants from trusts and foundations, corporate partnerships and legacies. The department is responsible for creating and maintaining relationships with all of the Museum’s supporters, including the Museum’s sister organisation in New York, Sir John Soane’s Museum Foundation, USA. Additionally, the department produces necessary marketing materials, manages the three private views the Museum hosts each year and supports various teams in the delivery of the programmes mentioned above, most of which receive 100% of their funding through donations.

The Director of Development is part of the Museum’s Senior Management Team, and is supported by two permanent, full-time Development Managers.

**Income generation**

With the fabric of the Museum now principally restored, annual fundraising currently focuses on four main areas:

* revenue support of our core (unrestricted) activities, such as maintenance of the collection and preservation of our three grade 1 listed buildings
* programme support, including Learning, Exhibitions, Public Programmes, Artist at Soane, and annual publications
* salary support of specific positions across the Museum
* campaign support around agreed restricted projects, eg cataloguing, restoration of works of art, rejuvenation of spaces, digital enhancements, IT infrastructure etc

Targets around these four areas sit alongside membership income relating to Friends, Patrons and our higher tier of annual donors, called Inspectress Fund members. Two programmes of events are put together for Patrons each year, with additional events for Inspectress Fund members.

**The Role**

**Job title:** Director of Development

**Location:** Lincoln’s Inn Fields, Holborn, WC2

**Reports to:** Director of the Museum

**Direct reports:** Development Manager – Patrons and Friends, Development Manager – Trusts and Foundations, Corporate

**Key relationships:** Chairman and Board of Trustees, Senior Management Team, Development team, Museum colleagues, external contacts at a senior level, current and prospective donors, other benefactors, friends and patrons of the Museum and additional stakeholders

**Purpose:** The Director of Development will lead the Soane’s Development department and its activities, creating and implementing new and imaginative fundraising strategies, and creating cases for support for raising revenue from individuals, corporate partners, legacy givers and trusts and foundations.

**Key Criteria for Success**

After 12 months in post, the successful candidate will have:

* Worked with the Director to articulate a clear strategy for revenue and project fundraising that derives from, and supports the Soane’s strategic plan
* With the team, achieved or exceeded income targets for the Development department across all fundraising revenue streams
* Developed, led and inspired a continuously high performing and well-motivated team
* Won the confidence and gained the trust of the Director, Board of Trustees and all internal and external stakeholders, including the Boards of Sir John Soane’s Museum Trust and Sir John Soane’s Museum Foundation
* Established rapport with colleagues, and ensured internal buy-in to the fundraising strategy through sound internal communications and well- established relationships
* Become an excellent internal and external advocate for the Museum

**Key Responsibilities**

**Strategic development and delivery**

* Develop a coherent fundraising strategy to meet the Museum’s revenue and endowment needs, addressing all relevant donor audiences and forging beneficial relationships to support and promote the Museum’s cause
* Maintain and develop close and productive relationships with key supporters, especially via a quality events programme for the two tiers of our Patrons’ scheme
* Identify and cultivate suitable new prospects, whether individuals, grant-making trusts or corporate partners
* Engage Trustees in the work of the department through timely and clear reports and action plans

**Fundraising**

* Lead the implementation of agreed fundraising strategies effectively, achieving or exceeding budgeted levels of income and ensuring that all income is handled as tax effectively as possible
* Develop a network of senior volunteers, including the Trustees, to assist with fundraising by utilising their contacts and engaging them in active solicitations where appropriate
* Initiate and develop long-term individual donor, trust, public funding and corporate partnership relationships to secure major gifts from all sources to meet agreed targets
* Provide appropriate stewardship and reporting tailored to suit each particular donor or corporate partnership as necessary
* Lead the development of individual donor cultivation and solicitation plans, ensuring that the contacts and expertise of others are used to maximum benefit
* Devise effective fundraising documentation and presentations for specific projects, benefits packages, revenue generation schemes etc.
* Make effective ‘asks’ in person, where appropriate, and support others in doing so
* Ensure that all systems and processes required for successful fundraising are in place (including appropriate record keeping, donor research and statistical reporting) and are coordinated effectively with related administrative processes in other areas of the Museum
* Ensure that the Museum has effective fiscal compliance and due diligence processes for Development in place at all times

**Team and budget management**

* Direct and develop the team and any Development volunteers, monitoring and managing the performance of the team as a whole and as individuals
* Participate in the recruitment, selection and induction of new staff as appropriate
* Promote and take responsibility for excellent communication within the department and ensure its full integration with the Museum as a whole
* Review working practices regularly and introduce change where appropriate for efficiency and cost-effectiveness
* Carry out all other responsibilities required of a line manager, including health and safety monitoring
* Make proposals for the annual income and expenditure budgets for all Development department activity, monitoring and managing the agreed budgets effectively throughout the year

**Other duties**

* Participate fully in the delivery of Development department activity and events, acting as an effective ambassador for the Museum at all times
* Maintain and extend personal professional skills
* Undertake any other duties as may reasonably be required by the Director of the Museum

**Person Specification**

**Experience and Knowledge**

*Essential*

* Significant fundraising experience at a senior level, ideally in both corporate and individual giving
* Proven success in personally securing five- and six-figure gifts from corporates, individuals or philanthropic trusts
* Detailed understanding of what motivates people to give, and current thinking in the area of philanthropic giving, as well as a thorough understanding of development and communicating
* Experience of devising sophisticated cultivation and solicitation plans, and successfully managing a portfolio of senior level prospects
* Experience and understanding of academic or cultural organisations
* Understanding of, or enthusiasm for, the work and aims of Sir John Soane and the Museum
* Experience of working strategically to plan for the medium and long term, as well as on a day-to-day basis, and the ability to be an effective member of a senior management team
* A sound knowledge of UK/EU tax laws, investments and legacy giving
* Sound financial acumen and budget management
* Experience of making judgements on the appropriateness of accepting individual gifts in the current reputational, legal and regulatory environment
* Educated to degree level
* Computer literacy and knowledge of database programmes

*Desirable*

* Detailed knowledge and understanding of effective fundraising in the US, including tax-effective giving
* Thorough understanding of Data Protection legislation as it relates to fundraising, marketing and Communications
* Experience of endowment fundraising strategies

**Skills and Abilities**

* Ability to communicate confidently and effectively at a senior level with a wide range of people, including donors, potential supporters, trustees, staff and members of the public
* Highly developed written and oral presentation skills, including the ability to prepare attractive and effective applications, proposals, marketing and publicity material, briefing notes, reports and correspondence in a style which is in keeping with a highly literate audience
* Proven ability to develop good working relationships
* Excellent management, planning, organisational, administrative and leadership skills
* Demonstrable ability to collaborate and work with others
* Ability to think strategically and devise long-term solutions for the development of the Museum’s income, drawing on the full range of possible fundraising approaches
* Ability to devise and implement plans, identify critical paths and deliver to target on time and within budget
* Ability to resolve problems that arise in managing relationships between the Museum and its supporters, ensuring that all supporters continue to feel appreciated and appropriately involved in the organisation

**Management and Leadership**

* Excellent leadership skills to inspire confidence, engage and motivate colleagues and senior volunteers to achieve ambitious goals
* Highly developed management skills in offering clear direction to colleagues and supporting them to achieve their objectives
* Ability to work effectively as part of a small senior management team and with a collaborative approach to achieving organisational goals
* Availability to work evenings or over weekends occasionally and to undertake some UK and overseas travel as needed in support of the Museum’s fundraising efforts
* Ability to work with absolute discretion, tact and confidentiality

**Terms**

Salary

£63,000

Annual leave

26.5 days per annum plus an additional privilege day taken on Christmas Eve.

Pension

The post holder will be entitled to join the Civil Service Pension Scheme. Further information will be available to the successful candidate.

Other Benefits

Free entry to a wide range of other Museums & Galleries. Interest free season ticket or bicycle loan.

Hours of work

The Museum operates seven days a week. This role is for 35 hours Monday to Friday. Our flexible working policy allows for daily start times between 8.30 and 10.00 am and finish times between 4.30 and 6.30pm, although for Directors there is an expectation that they will from time to time work outside of these hours. In addition, due to the nature of this role, there will be occasions where those working in Development will be required to work evening and weekends. Our Hybrid working policy allows staff to work from home for up to two days a week .

To apply please submit the following documents to recruitment@soane.org.uk

* Comprehensive CV giving details of relevant achievements in recent posts as well as your education and professional qualifications
* Covering letter which summarises your interest in this post, providing evidence of ability to match the criteria outlined in the Person Specification
* Details of latest salary, notice period and names of two referees, together with a brief statement of the capacity in which they are known and an indication of when in the process they can be contacted (please note we will not contact referees without express permission) and telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.

Closing Date: Friday 19 August 2023

Interview Date: Monday 11 September 2023

Sir John Soane’s Museum is an equal opportunities employer committed to equality, diversity and inclusion and welcomes applications from all backgrounds.