



# SIR JOHN SOANE'S MUSEUM LONDON

13 LINCOLN'S INN FIELDS  
LONDON WC2A 3BP

TELEPHONE: +44 (0)20 7405 2107  
EMAIL: [admin@soane.org.uk](mailto:admin@soane.org.uk) [www.soane.org](http://www.soane.org)  
REG CHARITY NO: 313609

## Patrons' Manager

<b>Responsible To:</b>	Director of Development
<b>Responsible For:</b>	Patrons' Circles, the Friends of the Soane, one-off, top-up donations from these supporters
<b>Salary:</b>	£32,000

Sir John Soane's Museum was the home of the great Regency architect Sir John Soane (1753 – 1837), and it displays his collection of antiquities, furniture, models and paintings arranged as they were at the time of his death. In addition, it preserves his collection of over 30,000 architectural drawings and a fine library of over 7,000 volumes. It has been described as the world's 'supreme example of the house-museum' and remains an iconic inspiration for architects, artists and designers as well as art historians.

As a national museum, the Soane is committed to being a source of knowledge and inspiration. Through its unique context of being the former home of a great architect, collector and educator, the museum aims to stimulate the world's highest standards of creativity, research and learning.

The Soane's Development Team currently has three members of staff, who also receive support from regular, dedicated volunteers. It is responsible for creating, building and maintaining relationships with all the Museum's friends, patrons, major donors and trusts and foundations and for all the Museum's restricted and unrestricted fundraising. The Team works closely with the Digital Communications Manager and produces the Annual Review, to ensure the Museum's messages are consistent for all audiences.

### Role Profile

The Soane Museum is currently seeking an innovative and ambitious manager to join the Development Team to manage the Museum's Patrons' Circle, and the Friends of the Soane Group. Identifying, recruiting and building relationships with potential and existing supporters is a key element of the role. The successful candidate will play a central part in personally developing donor relationships for the Museum as well as overseeing the delivery of a strong and engaging events programme for Patrons and Friends. In addition, the candidate will be required, with the Director of Development, to administer legacies, which the Soane receives on average two or three times a year. This is an important role within the Museum's small but successful Development Team.

This is an exciting opportunity for a dynamic Development professional with excellent initiative, organisational and communication skills.

### Key Responsibilities

Manage all aspects of the two Patrons' Circles and also the Friends Programme including:

- Manage recruitment, marketing and renewals
- Ensure high donor stewardship standards are maintained at all times
- Agree annual targets for Patrons and Friends with the Director of Development and plan and implement a strategy to meet them
- Develop strong relationships with Patrons and Friends to ensure an engaged and committed supporter group at the Museum



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- Lead Museum tours for Patrons and prospective members Patrons Events
- Devise and deliver an engaging, bespoke events programme for Patrons, including lectures, talks, exhibition previews, visits to private collections and historic houses
- Devise and deliver biannual events for the Friends
- Attend all Patrons and Friends events to ensure events are run to schedule and that members' requirements are fully met
- Devise and deliver engaging events for prospective supporters and help to manage fundraising dinners.
- Working with the Development Director, other members of staff and sometimes external companies, plan and deliver the annual Patrons' trip
- Determine and collate management data on renewals and sign-ups to inform strategy
- Ensure fulfilment of Patron and Friend benefits
- Work closely with the Commercial and Enterprises team to leverage individual support from corporations, capitalize on venue hire contacts, and to find creative ways of soliciting financial support for the Museum

## **Legacies**

- Work with the Director of Development to promote and administer existing and potential legacies, ensuring communications are up to date and consistent and opportunities are maximised

## **Finance and administration**

- Record all Patrons and Friends income and expenditure in an accurate and timely manner on the Museum's database, and deliver income details to the Finance Department
- Ensure all financial procedures, including members administration and income recording are adhered to, and that gifts are accepted in line with the Museum's due diligence policy
- Ensure all contacts and members accreditation details are accurately recorded on the database, effectively administered and updated in print materials, in line with donors' wishes
- Produce accurate reports on income, renewals and appropriate KPIs as requested by the Director of Development
- Work with Finance Department to ensure the necessary information is provided for annual audits.
- Maintain an awareness of and responsibility for laws affecting Gift Aid and tax efficient giving, and help ensure Gift Aid fulfilment for the Development Office

## **Other**

- Other responsibilities and tasks reasonably required to support the Director of Development

## **Personal Specification**

### **Essential**

- Successful track record of fundraising towards agreed targets, in particular experience of working with Patrons and/or a membership scheme within the arts
- interpersonal and communication skills both verbal and written
- Tact, confidence, and maturity to network and liaise with a wide range of people
- Practical experience of creating and managing budgets
- Strong interest in the Museum's history, collection and activities, in particular the Exhibitions and Learning programmes
- Ability to produce well-presented and professional documents
- Resourceful, self-motivated and resilient



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- Strong administrative and organisational abilities, with close attention to detail
- A warm and friendly manner with the ability to work effectively as part of a team
- The post holder will be proactive and able to work autonomously - using initiative to achieve objectives and solve problems in a collaborative manner with teams across the Museum

## Desirable

- Experience of working in a museum, gallery, or historic house
- Experience of working with a Board of Trustees

## Hours of Work:

- Monday – Friday, 35 hours a week with flexible start and finish times between 8.30 -10.00 am and 4.30 – 6.30 pm with occasional weekend and evening work for which TOIL is given
- Hybrid Working Policy allows for 1-2 days working from home after the completion of the 6 month probationary period

## Benefits:

- Civil Service pension scheme
- Season Ticket loan
- Annual Leave: 26.5 days plus bank holidays and Christmas Eve

## How to apply:

- Applications in writing (a full CV and a supporting letter), together with the names and addresses of two referees, should be sent by email to [recruitment@soane.org.uk](mailto:recruitment@soane.org.uk)
- The closing date is **Monday 26 February 2024**.
- Interviews will be held on **Tuesday 5 March 2024** at 13 Lincoln's Inn Fields, London WC2A 3BP

The Museum is an Equal Opportunities Employer, committed to equality, diversity and inclusion and welcomes applicants from all backgrounds.

Sir John Soane's Museum is a Non-Departmental Public Body (NDPB) whose prime sponsor is the Department for Culture, Media and Sport (DCMS).