

Director of Development

Welcome

Introduction from the Director

Sir John Soane's Museum is one of the world's greatest works of art, a rare example of a true *Gesamtkunstwerk* – a total work of art - uniting architecture, sculpture, painting, literature, design, and curation in a single poetic, educational setting.

In the 1833 Private Act of Parliament Soane clearly articulated the founding principles, purpose and required provision for his Museum at 13 Lincoln's Inn Fields. They were: for the staff to be exemplary custodians of his masterpiece, make it as widely available to the public as possible, and ensure "that sufficient endowment be established for the preservation thereof". This remains the mission of the Museum.

It is an exciting time to be joining the Soane as we launch our new 5-year strategy. The Museum is in a strong position, having not only returned to our pre-pandemic visitor numbers, but far exceeding them, with each of the past three years seeing record attendance. Our trading arm, Soane Museum Enterprises, is also breaking records for income and profitability, while our Collections and Archives curators continue to produce pioneering scholarly research which is shared across media for academics and the public alike. The Learning department runs award-winning architecture clubs, while the Exhibitions and Public Programmes teams are receiving 5-star reviews for their shows and events. The Development Department is a notable success, raising over 100% more than the public subsidy the Museum receives annually.

From this solid base, our strategic plan sees the Museum turning outwards to fully address our mission to engage a broad public, while raising the necessary funds to secure the Soane's long-term future. The three strategic goals for the Museum over the next five years are to be Better Known, Better Connected and Better Off. We will invest in technology, people and a series of major new programmes to deliver our ambitious strategy. We have always welcomed the world to Sir John Soane's Museum, now we will also take Sir John Soane's Museum out into the world. If you would like to be part of this transformative chapter in the Museum's history, we would be delighted to hear from you.

Will Gompertz, Deborah Loeb Brice Director

About Sir John Soane's Museum

Sir John Soane's Museum is one of the country's 15 national museums and welcomes over 160,000 visitors a year. It is an exceptional work of art and education, a unique visionary accomplishment by the great Regency architect Sir John Soane (1753 – 1837). The Museum displays his collection of antiquities, furniture, books, models and paintings in a curatorial arrangement he established. The Museum also has over 30,000 architectural drawings and a fine Library. Sir John Soane's Museum was a finalist for the Art Fund Museum of the Year, the biggest and most prestigious museum prize in the world.

During his lifetime, Soane constantly engaged with contemporary cultural life. He collected contemporary art, including paintings by living artists and he was central to the debate around art and architecture of the time. His collection of antiquities and models supported his architectural teaching

practice. He saw the museum as an engine of inspiration and creativity. Reflecting Soane's vision, the Museum will continue to broaden the audiences who visit the collection, exhibitions and events as well as those who visit our website and digital platforms.

The Museum is managed by the Deborah Loeb Brice Director, Will Gompertz, alongside his Senior Management Team. They report to a Board of Trustees who, in turn, report to Parliament. The Museum is a Non-Departmental Public Body and receives annual funding directly from the Department for Culture, Media & Sport. The grant-in-aid accounts for around a third of the Museum's income, the rest is self-generated from commercial activities and fundraising.

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 art gallery or 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 2023, 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 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.

The Soane also runs the very popular series, 'Soane Lates', which are 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 every month, each exploring a different theme within 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 prestigious 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, Hanif Kara, 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 Development Department is staffed by a focused, highly motivated and very effective team of fundraising professionals, who deliver sector-leading results. The new Director will be ambitious and driven to help support the Museum in its strategic aims to broaden its reach and income, with a specific focus on new digital programmes, an expanded learning offer, and building on the Soane's

international supporters.

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 in residence, and annual publications
- salary support of specific positions across the Museum
- campaign support around agreed restricted projects, e.g. 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, Development Manager – Trusts, Foundations and Major Donors.

Key relationships: Chairman and Board of Trustees, the Director and 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: As a member of the Senior Management Team, 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

- Working 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 and sustain income targets for the Development department across all fundraising revenue streams
- Develop, lead and inspire a continuously high performing and well-motivated team
- Establishes 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 high quality events for the two tiers of our Patrons.
- Identify and cultivate suitable new prospects, whether individuals, grant-making trusts or corporate partners
- Play an active role as a member of the Senior Management Team
- 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, including maximising Gift Aid income

- 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 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, including the development database, 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, data protection protocols 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, 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 devising appropriate events for both donors and 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 or equivalent
- 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 that 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

Up to £66,150 per annum

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 8.00 and 10.00 am and finish times between 4.00 and 6.00pm, although for Directors there is an expectation that they will work outside of these hours from time to time. In addition, due to the nature of this role, there will be occasions where there is work on evenings and weekends. Our Hybrid working policy allows staff to work from home for up to two days a weeks after the successful completion of the probationary period.

The Museum is an Equal Opportunities Employer, committed to equality, diversity and inclusion. We welcome applications from people of all backgrounds and are committed to a work environment free from discrimination.

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

- Comprehensive CV
- 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.

The closing date is Friday 20 June 2025.

Interviews will be held in the Museum on Thursday 3 July 2025.