



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 www.soane.org

REG CHARITY NO: 313609

Patrons' Manager

Responsible To: Director of Development

Responsible For: Two Patrons' Circles, the Friends of the Soane, and additional donations from these three groups of supporters

Salary: £35,943

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

In the 1833 Private Act of Parliament Soane clearly articulates the founding principles, purpose and required provision for 13 Lincoln's Inn Fields: Respect his design, share it widely with the public, and ensure "that sufficient endowment be established for the preservation thereof". This has since become the mission of the museum.

It is an exciting time to be joining the Soane as we launch our trustee backed, 5 year strategy; The priority of the strategy is to maintain the current high standards of collections care (inc. buildings) and research. From this solid base, the strategic plan turns outwards to fully address Soane's instruction to engage the public and students, while raising the necessary funds to secure the Museum's long-term future. The three strategic goals are the Museum to be better known, better connected and better off.

The Development Department has three full time members of staff and receives support from dedicated volunteers to devise and deliver 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.

Role Profile

The Soane seeks a creative and ambitious manager to manage the Museum's Patrons' Circles, and the Friends of the Soane Group. Identifying, recruiting, and building relationships with potential and existing supporters is a key element of this role. The successful candidate will play a central part in developing donor relationships for the Museum as well as overseeing the delivery of a strong and engaging events programme. In addition, the candidate will be required, with the Director of Development, to help administer legacies and develop online giving. This is an important role within the Museum's small but successful Development Team and is an exciting opportunity for a dynamic Development professional with excellent organisational and communication skills.



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Key Responsibilities

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

- Managing recruitment and renewals in a timely and accurate manner
- Ensuring high stewardship standards are maintained at all times
- Agreeing annual targets as well as planning and implementing a strategy to meet these with the Director of Development
- Developing strong relationships to ensure an engaged and committed supporter group as well as donations above and beyond annual memberships (this will include preparing proposals and briefing notes)
- Leading Museum tours for Patrons and prospective members
- Devising and delivering an engaging, bespoke events programme, including lectures, talks, exhibition previews, visits to private collections and historic houses for the Patrons and Friends (the programme is prepared in Adobe InDesign so knowledge of this software is also important)
- Devising and delivering entirely new types of stewardship and cultivation events as well as seated dinner parties (including guest list management, seating plans, catering requirements, etc.)
- Attending all Patrons and Friends events to ensure they are well managed, and that members' requirements are fully met
- Working with the Development Director, other members of staff and sometimes external companies, planning and delivering the annual Patrons' Study Trip

Finance, Database and Administration Work

- Recording all income and expenditure in an accurate and timely manner on the Museum's database
- Liaising with the Finance Team to ensure precise reconciliation and that all necessary information is provided in a timely manner for annual audits
- Ensuring all financial procedures, including members' gift aid forms, administration and income recording are properly adhered to, and that gifts are accepted in line with the Museum's due diligence policy
- Maintaining awareness of and responsibility for laws affecting Gift Aid and tax efficient giving, and ensuring Gift Aid requirements are fulfilled for the entire Development Team
- Ensuring contact details and accreditation details are accurately recorded, effectively administered and updated on the database and in all printed materials, in line with donors' wishes
- Taking a leadership role in managing and improving the data on the current database system and associated reports



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Legacies

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

Other

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

Personal Specification

Essential:

- Successful fundraising track record, in particular experience of working with Patrons and/or a membership scheme
- Interpersonal and communication skills, both verbal and written, with the ability to produce well-presented and professional letters, briefing notes and proposals
- Tact, confidence, and maturity to network and liaise with a wide range of individuals and organisations
- A warm and friendly manner with the ability to work effectively as part of a team
- Practical experience of creating and managing budgets and working with CRM databases
- Excellent administrative and organisational abilities; excellent attention to detail
- Strong interest in the Museum's history, collection, and activities, in particular the Exhibitions and Learning programmes
- Resourceful, self-motivated and resilient
- The post holder will be proactive and able to work autonomously - using self-initiative to achieve objectives and solving problems in a collaborative manner with different teams across the Museum

Desirable:

- Experience of working in a museum, gallery, or historic house
- Knowledge of Adobe InDesign as well as CRM databases
- Experience of working with a Board of Trustees

Hours of Work:

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



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The closing date is **Monday 15 September 2025.**

Interviews will be held at the Museum on **Thursday 2 October 2025.**

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