**Development Manager**

Sir John Soane’s Museum is 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 ‘supreme example of the house-museum in the world’ and remains an iconic inspiration for architects, artists and designers.

As a national museum, we are committed to being a source of knowledge and inspiration. Through our unique context of being the former home of a great architect, collector and educator, we aim to stimulate the world’s highest standards of creativity, research and learning.

The Soane’s Development and Communications team currently has four members of staff, who also receive support from regular, dedicated volunteers. The Development team is responsible for creating, building and maintaining relationships with all of the Museum’s friends and supporters, and for all of the Museum’s restricted and unrestricted fundraising. The department is also responsible for managing communications including press releases, social media, and the Annual Review, to ensure the Museum’s messages are correct and consistent for all audiences.

This is an important role within the Museum’s small Development office, and is focussed on fundraising from Trusts and Foundations, alongside the relationship management, report writing and event provision entailed.

**JOB DESCRIPTION**

**POST TITLE**: Development Manager

**RESPONSIBLE TO:** The Director of Development and Communications

**LOCATION**: Sir John Soane’s Museum

Lincoln’s Inn Fields, WC2

**SALARY:** £30,000

**Purpose of job**

The primary purpose of the Development Manager is to support the Development team in meeting our broader fundraising objectives, by leading on applications to Trusts and Foundations, ensuring donors are stewarded appropriately, and managing museum led events.

As an important member of the Development team, responsibilities include the following:

**Trusts and Foundations**

* Manage relationships with the Trusts, Foundations that support the Museum’s strategic objectives
* Identify targets and monitor Trust and Foundation opportunities and deadlines
* Compile relevant information to be included in funding proposals
* Working with the Director of Development, curatorial colleagues, conservators and the programme teams to assist in making applications to Trusts and Foundations
* Fulfil reporting requirements for Trusts and Foundations, which may include compiling payment claims, setting up regular meetings where appropriate and acting as project monitor for all grant funded programmes
* Undertake proactive, responsive and accurate research on prospects and potential sources of funding for the Soane
* Ensure all donations comply with our due diligence procedures

**Stewardship**

* Working with the Director of Development and the Development Officer in delivering effective stewardship by ensuring all donors are acknowledged and thanked appropriately
* Using the department’s database, Donor Strategy, to manage and store relevant information on supporters, Trusts and Foundations and prospects, ensuring records are maintained accurately and are GDPR compliant
* Work with colleagues to monitor and account for payments received
* Work with the Director of Development to manage the relationship with the Museum’s corporate members
* Work with the Director of Development to produce tailored proposals, reports and presentations for donors as required

**Events**

* Manage the Museum’s main private view events – approximately three per year – ensuring timelines are adhered to, and the relevant colleagues briefed
* Help produce invitations for Development-led events, manage guest lists, rsvps, and oversee the catering requirements
* Support the department at fundraising events and visits, liaising with colleagues in the curatorial, conservation and front-of-house teams as required

**Other**

The Development Manager will be expected to assist in various areas of Development Office work, as required, and as directed by the Director of Development. These are likely to include:

* Help manage Development Volunteers and their workload
* Work with the Digital Communications Manager to develop opportunities for on-line donations and additional donations from visitors
* Work with the Development Officer and Finance dept. to compile information as per auditing requirements
* Undertake any other duties that may reasonably be requested and appropriate to the role

**PERSON SPECIFICATION**

Essential Criteria:

* At least two years of experience in a similar role
* Excellent written and oral communication skills
* Demonstrable ability to plan, prioritise and manage several projects, with excellent attention to detail
* The ability to cultivate effective and positive working relationships with a wide range of people and organisations
* A warm and friendly manner
* An interest in museums, art, history or architecture
* Ability to work effectively as part of a team

Desirable Criteria:

* Experience as a Development Manager, working with Trusts and Foundations
* A knowledge of Sir John Soane’s Museum
* Logical and analytical approach to the development of systems, processes and reports
* Experience of using CRM databases

**Hours of Work**:

Monday – Friday, 9.30am-5.30pm with occasional weekend and evening working

Hybrid Working Policy allows for 1-2 days working from home after the completion of the 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 Museum is an Equal Opportunities Employer, committed to equality, diversity and inclusion and welcomes applicants from all backgrounds.

The closing date is **Monday 27th June at 12 noon**

Interviews will be held on **7 July 2022**

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