**Sir John Soane’s Museum: Development Officer**

Sir John Soane’s Museum is the idiosyncratic house-museum of the great Regency architect Sir John Soane (1753 – 1837) and displays his collection of antiquities, furniture, models and paintings in the same state in which they were left at the time of his death, as well as preserving over 30,000 architectural drawings and a fine Library. Welcoming over 120,000 visitors a year, the museum was a finalist for Art Fund Museum of the Year 2017, the 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 and he saw the museum as an engine of creativity.

This is an important role within the Museum’s small Development office, which is responsible for creating, developing and maintaining relationships with the Museum’s friends and supporters. The team devises and delivers all of the Museum’s fundraising, working with individuals, corporate members, trusts and foundations. The team 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.

**JOB DESCRIPTION**

**POST TITLE**: Development Officer

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

**LOCATION**: Sir John Soane’s Museum

Lincoln’s Inn Fields, WC2

**SALARY:** £23,000

**Purpose of job**

The primary purpose of the Development Officer 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 the Trusts and 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 and curatorial colleagues, 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
* Ensure all donations comply with our due diligence procedures

**Stewardship**

* Working with the Director of Development and the Development Manager in delivering effective stewardship by ensuring all donors are acknowledged, thanked and provided with regular reports for major donors when required
* 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 Duties**

The Development Officer 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:

* Undertake proactive, responsive and accurate research on prospects and potential sources of funding for the Soane
* Assist the Development Manager in the promotion, advertising and marketing of the membership programmes
* Help manage Development Volunteers and their workload
* Assist colleagues to manage and maintain all opportunities for donations within the Museum through donation boxes, the placement of leaflets and in-house fundraising messaging
* Work with the Communications Officer to develop opportunities for on-line donations and additional donations from visitors
* Undertake any other duties that may reasonably be requested and appropriate to the role

**PERSON SPECIFICATION**

Essential Criteria:

* An undergraduate degree from a recognised University
* At least 1-2 years’ experience in a similar role
* Excellent written 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
* Able to take your own initiative when necessary
* A warm and friendly manner
* A well organised and systematic approach to work
* An interest in museums, art, history or architecture
* Ability to work effectively as part of a team
* Competent in using Excel, Word and Outlook

Desirable Criteria:

* Experience in a Development Officer Role, 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

**Further information**

**Hours of Work**:

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

**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 **22 January 2018 at 12 noon**

Interviews will be held on  **1 February 2018**