**Role Profile**

Job Title: Development Manager

Location: Sir John Soane’s Museum, 13 Lincoln’s Inn Fields, London, WC2A 3BP, and home-based.

Contract Type: Permanent Contract

Hours: Monday to Friday 9.30 – 5.30pm. Some evening and occasional weekend work is required, with time off in lieu

Annual Leave: 26.5 days plus Christmas Eve

Salary: £30,000

Responsible To: Director of Development and Communications

Responsible For: Sir John Soane Museum’s Patrons’ Circle, Friends of the Soane and Legacies

**Background**

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.

The Soane Museum is currently seeking an innovative and ambitious Development Manager 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. In addition, the candidate will be required to administer legacies, which the Soane receives on average two or three times a year.

This is an exciting opportunity for a dynamic Development professional with excellent initiative, organisational and communication skills. An important member of the Development team.

**Key Responsibilities**

Manage all aspects of the Patrons’ Circle and Friends Programmes including:

* Recruitment, marketing and renewals
* Ensuring 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
* Determine and collate management data on renewals and sign-ups to inform strategy
* 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
* Ensure fulfilment of Patron and Friend benefits
* Lead Museum tours for Patrons and prospective 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

Legacies

* Promote and administer the Museum’s legacy programme, ensuring communications are up to date and consistent.

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 reasonably required by 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

Desirable

* Experience of working in a museum, gallery, or historic house
* Experience of working with a Board of Trustees
* Exceptional interpersonal and communication skills both verbal and written
* Ability to work closely and collaboratively with teams across the whole Museum
* 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 Education programmes
* Ability to produce well-presented and professional documents
* Strong administrative and organisational abilities, with close attention to detail
* Ability to work to deadlines and as part of a team
* High level of enthusiasm and motivation

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

To apply: Please email a CV with a covering letter demonstrating how you meet the person specification, together with the names and email addresses of two referees to [recruitment@soane.org.uk](mailto:recruitment@soane.org.uk)

**Closing Date :** Monday 9th August 2021

**Interviews:** Tuesday 17th August 2021, preferably at 13 Lincoln’s Inn Fields, London WC2A 3BP

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

Website: www.soane.org