

People's History Museum

Fundraising Officer - Individual & Corporate Giving
Development Team

Job Pack
August 2023

About the role

This is an exciting opportunity to join People's History Museum's (PHM) multi-disciplinary Development Team, which comprises fundraising, commercial and marketing specialisms.

This brand new role will lead on the growth of PHM's individual and corporate giving schemes, driving donations across all channels, growing our established Radical supporter brands, and developing new packages to attract vital income to further the museum's work.

We are looking for a target driven, creative thinker to expand our supporter and sponsor networks as we build towards some major changes. The role will involve lead generation, working particularly closely with colleagues across the organisation to identify opportunities linked to the museum's collection and audience engagement.

The role will require strong relationship management skills, providing stewardship for supporter and sponsor relationships to sustain and grow connections. We anticipate the role will be highly varied, encompassing delivering events, developing proposals, and analysing data.

This role will involve a lot of external advocacy on behalf of the museum, making it well suited for someone who thrives in networking and relationship building environments.

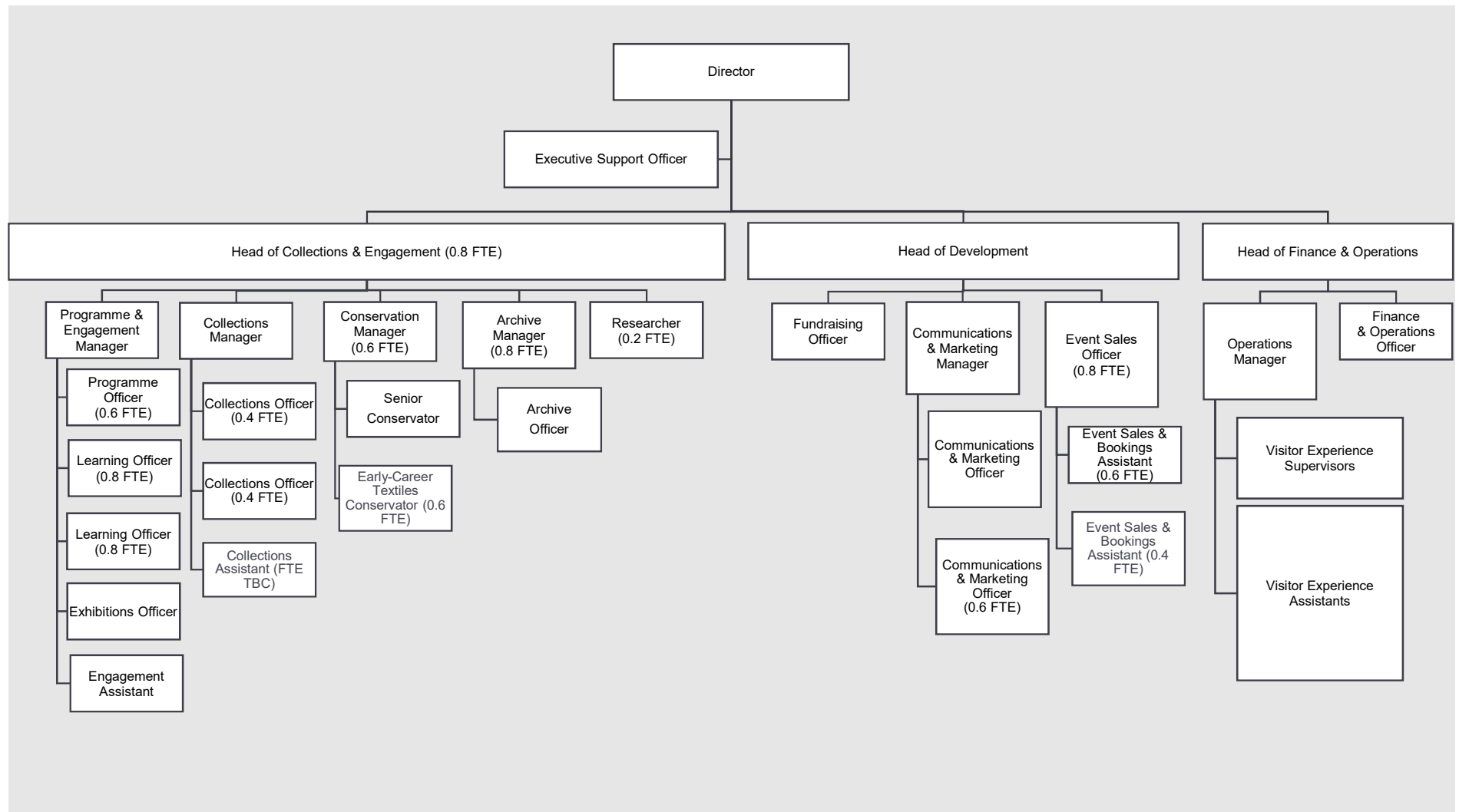
About People's History Museum

People's History Museum is the **national museum of democracy**, telling the story of its development in Britain: past, present, and future. The museum provides opportunities for all people to learn about, be inspired by and get involved in **ideas worth fighting for**; ideas such as equality, social justice, co-operation, and a fair world for all.

PHM currently welcomes a local, national and international audience, attracting 125,000 visitors annually, as well as reaching people online through digital activities. The museum involves audiences and communities in all aspects of its work, using models of co-curation, collaboration and crowd-sourcing when developing and delivering programmes of activity. Engaging people directly in the work of the museum helps to build a passionate and committed audience who become supporters and advocates for PHM, while ensuring we are shaping authentic content representative of diverse audiences, providing an inclusive space for their voices, stories and ideas. PHM's innovative programme-led approach explores important subjects and issues relevant to us all today.

PHM has an annual turnover of around £1.5 million, employs over 30 members of staff and has a team of freelance staff and volunteers. PHM is funded by Arts Council England (ACE) as a National Portfolio Organisation (NPO) and by Greater Manchester Combined Authority (GMCA) Culture and Social Impact Fund. PHM is an independent museum, charitable trust and company limited by guarantee, with a Board of Trustees, a Trading Company Board, and an Audit and Risk Committee.

Staff structure



Job Description

Fundraising Officer - Individual & Corporate Giving

Salary:	£25,878 (& pension contribution to the Greater Manchester Pension Fund)
Hours:	Full time (35 hours a week) with flexible working and consideration of part time hours
Annual leave:	24 days plus bank holidays
Contract:	Fixed term for two years
Responsible to:	Head of Development
Location:	Based at People's History Museum with the opportunity for agile working in line with PHM's flexible working policy

Key responsibilities

The Fundraising Officer will lead on the development and growth of PHM's individual and corporate giving schemes. Responsible for achieving ambitious fundraising targets, the role will focus on growing onsite donations and our flagship supporter schemes, Radical Friends and Radical Circle.

The role will involve:

- Working closely with the Visitor Experience Team to ensure targets for onsite donations are met and using data to explore new opportunities and activities.
- Working closely with the Communications & Marketing, Visitor Experience and Engagement Teams to maximise sign-ups for the Radical Friends scheme.
- Developing a pipeline of supporters to join the Radical Circle scheme and legacy donors identifying, networking, and approaching stakeholders who share the museum's interests, commitments, and values.
- Supporting specific fundraising and sponsorship campaigns as required.
- Co-ordinating a programme of events which attract new supporters and deepen engagement with existing supporters.
- Developing compelling funding, sponsorship, and partnership propositions to convert opportunities.

- Manage relationships with supporters, delivering excellent stewardship including regular communications working with the Communications & Marketing Team, and an annual thank you celebration.
- Supporting the smooth running of donor giving, monitoring, and recording data using our CRM system.

Experience, knowledge, and skills

- Experience in creating opportunities to drive new business ideas.
- Proven track record of meeting financial targets and/or securing funding.
- Experience of prospect research and ability to research and respond to opportunities.
- Strong customer relationship management skills and care – understanding of and modelling excellent donor management.
- Knowledge of best practice fundraising, particularly Institute of Fundraising codes of practice, UK tax law, and data protection legislation.
- Experience in managing effective relationships with a wide range of stakeholders.
- Experience of co-ordinating audience focused events.
- Ability to work in fast paced, changing environment.
- Highly organised, strong IT skills, and ability to maintain processes.

How to apply

Please outline how your experience, knowledge, and skills meet the job description and provide details via our [online application form](#). Your application will be assessed and scored against the job description using the information provided.

Deadline for applications: 5.00pm on Monday 4 September 2023

Interviews: To be held in person on Thursday 14 September 2023

If you have any questions or would like to arrange to discuss the role please contact Jackie Royle, Finance & Operations Officer at hr@phm.org.uk.

Equity

PHM prides itself on being a welcoming and inclusive organisation, profoundly committed to advancing equality and diversity in the broadest sense. We highly value the benefits that diverse perspectives bring to PHM's mission.

We recognise the museum currently underrepresents people of colour, disabled people, LGBTQI+ people and those with intersecting identities in our workforce; PHM is actively working to address this and encourages applications from these backgrounds. While the successful candidate will be selected purely on merit, in the event of a tie between two candidates with equal experience, we may select a candidate who helps us better represent the communities the museum serves.