

# DEVELOPMENT MANAGER

**QUEER  
BRITAIN**

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**Reports to:** Museum Director

**Works with:** whole team but especially Patrons, Trustees, Director and Operations and Finance Manager

**Location:** Hybrid with general expectation of three days in museum, two at home, event attendance and occasional evening work

**Contract:** Permanent (following 3-month probation)

**Salary:** £34,650 pa

**Hours:** Full Time 40 Hours a week including paid lunch hour

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## The Person:

You are an ambitious, adaptable Development Professional with a passion to support the UK's first and only Queer Museum. You have excellent people skills, a keen eye for detail and love to exceed expectations. You want a role that offers growth and stretch. You are able to identify and implement innovative fundraising strategies. You manage donor information carefully and cultivate warm strategic relationships through personalised communication and impactful events. Your infectious enthusiasm and desire to learn and grow in a dynamic environment make you a perfect fit.

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## The Role:

Queer Britain is the UK's first and only LGBTQ+ museum, and it's for all. Our warm and collegiate team opened the museum in our beautiful space in Kings Cross two years ago. Since then, we are proud to have won the Museum Association's Best Small Museum of the Year award and welcomed around 100,000 guests through the doors. We are preparing for our next exciting growth phase. As Development Manager, you will be key to growing from these early successes.

You will support the Director, Trustees and wider team's fundraising efforts across all fundraising disciplines, including major donors, members and corporate partnerships, helping raise revenue for core funding, special projects and, as we work to acquire our next home, a capital campaign.

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You will conduct thorough research to identify prospective high-value donors, manage associated administrative tasks, and maintain detailed records. You will nurture relationships with existing patrons and sponsors, ensuring effective stewardship and strategic communications and you will help identify new ones, bringing your brilliant networking skills, charm and credibility to sell our vision and mission.

You will coordinate across the charity to ensure fundraising activities support the museum's goals, crafting compelling proposals and organising donor engagement and stewardship events.

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## Responsibilities:

- **Support:** the Director and Trustees fundraising activities
  - **Research:** donor prospects and maintain an organised fundraising database
  - **Develop:** your own pool of funders and donors
  - **Reach and Exceed:** personal and shared annual fundraising targets through diverse sources, including individuals, corporations, trusts, and foundations.
  - **Communicate:** fundraising communications and support the organisation of fundraising events and activities.
  - **Partnerships:** provide great customer service to partners, deepen relationships and help identify new opportunities
  - **Maintain** administrative tasks related to donor management and fundraising.
  - **Grow:** Lead on growing membership through innovative communications, marketing and engagement activity
  - **Source and Steward:** You will steward and help manage donors at all stages of their journey with the charity. You will help grow that pool of support.
  - **Care:** All staff are responsible for the care of objects on display and in storage, public and operational spaces, visitors, volunteers and other team members at all times.
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## Experience, Knowledge, Values and Skills:

- Experience of securing four and five figure donations
  - An understanding of donor relations, stewarding and fundraising techniques.
  - Experience of donor event management
  - You have strong integrity in all your dealings and adhere to the Institute of Fundraising's code of ethics
  - You know how to conduct donor prospect research
  - You have an understanding of effective online fundraising, including membership
  - You have great written and verbal communication skills
  - You love to work collaboratively within a team as well as independently.
  - You are a dynamic, fearless networker and emotionally intelligent diplomat
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## How to Apply:

Email your CV and a maximum one-page (A4) cover letter explaining why you are a great fit for this role and would like to work for Queer Britain. Use the subject line '**QB Development Manager**.' and send to [recruitment@queerbritain.org.uk](mailto:recruitment@queerbritain.org.uk) by **9am on the 19th September 2024**. Interviews are scheduled for the **26th and 27th September**. If you have any questions about the role before applying, please email [recruitment@queerbritain.org.uk](mailto:recruitment@queerbritain.org.uk) with the subject line '**QB Development Manager**'.

## Inclusion:

Queer Britain is committed to enhancing inclusion and encourages applications from those with under-represented identities and backgrounds.