



CHATSWORTH HOUSE TRUST

JOB DESCRIPTION

Job Title: Development Officer

Reporting to: Director of Development

Direct Reports: None

Purpose of Post

To support the Development department in fundraising for the Chatsworth House Trust with a particular focus on sponsor account management and stakeholder cultivation and stewardship of events. The post holder will also be responsible for all administration to ensure the successful running of the department.

Chatsworth House Trust is an independent charity dedicated to the long-term preservation of Chatsworth House, the art collection, gardens, woodlands and park for the benefit of everyone. The Development Department is responsible for securing income from corporate sponsors, trusts and foundations, public bodies and individuals.

Chatsworth House Trust has developed a number of long-term sponsors over the years and is keen to continue to grow sponsorship income. The account management and stewardship of these relationships is essential to meet this ambition. In addition, we want to develop a comprehensive programme of donor cultivation events and other bespoke VIP tours which will secure further income for the Trust.

The department has set ambitious targets for fundraising over the coming 5 years to ensure Chatsworth House Trust is able to diversify its income base. As such it is an exciting time to be joining the organisation. We are looking for someone with excellent organisational skills who can hit the ground running; someone who will go the extra mile to ensure a positive outcome for our supporters with real attention to detail; someone who enjoys working with a diverse range of people and who is confident working with senior or executive level individuals.

Main duties and responsibilities

- Maintain necessary administrative and operational systems as required by the Development Department such as raising purchase orders, reconciling credit card statements, filing and taking minutes
- Undertake research into potential corporate partners and other donors as required, producing briefing papers and maintaining departmental records
- Be responsible for preparing sponsorship contracts, invoices, monitoring of payments and acknowledgements thereof
- Have oversight of all sponsor contracts and be responsible for ensuring all sponsor benefits, as set out within their contracts, are met
- Take the lead in organising corporate sponsor events and hospitality as required across the year and be the point of contact with the sponsors
- Take the lead in organising events for key stakeholders, potential supporters and other fundraising and donor cultivation events as appropriate throughout the year, including the CHT Annual Dinner in London, working closely with the Philanthropy Manager
- Work in collaboration with the Marketing, Visitor Services and Catering teams to ensure successful event outcomes
- Be responsible for drafting all internal event memos and event planners as required
- Draft contact reports and file notes as required and ensure these are saved onto the Beacon CRM system with responsibility for updating Beacon with all relevant contacts as required
- Be responsible for the Corporate Membership Scheme ensuring the scheme is well managed and can deliver new corporate members throughout the year
- Support the Director of Development with corporate fundraising for the National Lottery Heritage Funded Cascade campaign
- Support with departmental Health & Safety compliance
- Represent CHT at events as required

Undertake any other duties assigned by the Director of Development, which might be required and reasonably be deemed to be within the status of the job and appropriate to the post.

This is a description of your duties and responsibilities at the present time, however this is not an exhaustive list and other duties may be required in line with the current and future needs of the business.

Person Specification:

Knowledge	Essential	Desirable
Working knowledge of Outlook, Word and Excel	✓	
Knowledge of routine office systems and procedures	✓	
Knowledge of and/or interest in heritage, the arts		✓
Qualifications		
Qualified to 'A' level or above or equivalent	✓	
Qualified to degree level or equivalent		✓
Experience		
Experience of general office based administrative systems such as filing, archiving, maintaining mailing lists, managing phone and email messages	✓	
Experience of effectively organising management information systems, keeping systematic records and sharing information, keeping audit trails of email/phone records	✓	
Experience of working, paid or unpaid, in an arts or heritage organisation or the voluntary or charitable sector in an administrative capacity		✓
Experience of working in a small team	✓	
Experience of organising meetings and taking minutes	✓	
Experience of assisting with event management tasks and attending client facing events	✓	
Skills		
Good accuracy and attention to detail	✓	
Administrative, organisational and time management skills	✓	
Good written and verbal communication skills, responding effectively in person and over the phone	✓	
Ability to manage multiple priorities, work well under pressure and meet deadlines	✓	
Good interpersonal skills including commitment to customer care	✓	
Good ICT skill including MS Word, Excel and Outlook	✓	
High degree of commitment and flexible approach to working hours		

	✓	
Ability to work well on own initiative in a supported environment and as part of a team	✓	
Personal attributes		
Ability to demonstrate previous experience and / or a keen interest in working in the area of Development	✓	
Keen and willing to learn new skills	✓	
Outward going, confident with people	✓	
Takes responsibility for own actions and the outcomes that result	✓	
Confidentiality and diplomacy	✓	