



# Job Description

**Title:** Philanthropy Executive (Trusts and Foundations)  
**Contract:** Permanent, full-time (36 hours per week)  
**Salary:** £31,779 per annum

## About Us

**We are a world-class visitor attraction and leading science research centre. We use the Museum's unique collections and our unrivalled expertise to tackle the biggest challenges facing the world today. We care for more than 80 million objects spanning billions of years and welcome more than five million visitors annually and 16 million visits to our website.**

Today the Museum is more relevant and influential than ever. By attracting people from a range of backgrounds to work for us, we can continue to look at the world with fresh eyes and find new ways of doing things.

We employ over 900 staff in a variety of roles, all united by our vision of a future where people and planet thrive. We need everyone to have the passion and drive to help us with our mission to create advocates for our planet and inspire millions to care about the natural world.

This is an exciting time to join the Museum as we have secured investment from the UK Government to build a major new science and digitisation centre at the Thames Valley Science Park in collaboration with the University of Reading. The purpose-built centre will house much of the Museum's collection and will include laboratories, digitisation suites, collaborative research spaces, conservation labs and workspaces.

## Diversity and inclusion matter to us.

Our vision is of a future where both people and the planet thrive. Diversity is one of our core values and we strive to build a workplace where everyone feels a sense of belonging. All new staff who join us learn about the importance of diversity and inclusion to the Museum and how to contribute to creating an inclusive environment.

We know we have more to do, but we are committed to ensuring that everyone who works at the Museum feels they can thrive and feel valued and respected.



## Job Summary

Development Group generates philanthropic and sponsorship income to help us create a Natural History Museum for the future – investing in capital development, attaining vital acquisitions for the collection, transforming our galleries, developing innovative exhibitions and undertaking ground-breaking scientific research on issues that affect us all.

The Museum is looking for a naturally gifted communicator and relationship builder for the role of Philanthropy Executive (Trusts and Foundations) to join our Philanthropy team. You will join us at an exciting time, as we prepare to reopen the Museum's gardens following the successful Urban Nature Project campaign and as we embark on an ambitious project to transform some of the Museum's gallery spaces.

This role reports to the Senior Philanthropy Manager (Trusts and Foundations) and works closely with the Philanthropy Manager (Trusts and Foundations). Managing an existing portfolio of donors with plenty of scope for growth, you will fundraise five-figure gifts towards a diverse range of projects and provide general support to the Trusts and Foundations team.

The role will provide substantial opportunity for professional development within a world-leading cultural organisation.

## Main tasks and responsibilities

- Work with the Senior Philanthropy Manager (Trusts and Foundations) to create and nurture a pipeline of Trusts and Foundations to secure funds towards Development Group's priority projects and contribute towards Philanthropy team targets.
- Build cross-Museum relationships to develop project ideas in line with funders' interests and craft compelling cases for support.
- Develop relationships with key representatives from funding bodies, working with relevant Museum staff in this process as needed.
- Ensure that all required grant reporting is delivered to the highest standard, supporting the development of robust evaluation processes with colleagues.
- Steward trusts and foundations in supported projects, including organising project visits, review meetings and invitations to wider Museum events and activity.
- Attend and steward prospects and funders at Museum events, including early morning and evening events, and provide support with event logistics as required.
- Ensure the database (Raiser's Edge) is updated regularly to capture and monitor prospect and funder activity. Generate data reports for wider team.
- Provide support to the Trusts and Foundations team, including administration of gift agreements, drafting correspondence, supporting with meeting arrangements and additional tasks as required.

## Person Specification

### *Essential*

- Exceptional written communication skills with an ability to convey detailed or scientific information in a concise and engaging manner.
- Excellent interpersonal and verbal skills and with proven experience of managing or liaising with either clients, customers or charity donors.
- Proven experience of cross-team working and liaising with multiple stakeholders.
- Good understanding of the process of fundraising.

- Excellent administration and organisation skills, demonstrating the ability to manage conflicting priorities and meet deadlines whilst working under pressure.
- Meticulous attention to detail and strong proofreading skills.
- Ability to work well as a member of a team as well as on own initiative.
- Ability to attend early morning and evening events as required, acting as an ambassador for the Natural History Museum.

#### *Desirable*

- A demonstrable track-record in securing and managing grants from trusts and foundations.
- Experience of working with a fundraising / CRM system.
- Experience carrying out research to a brief (preferably fundraising research, including external research, such as giving history and funding priorities, and internal research, such as gathering figures, statistics and information).
- Knowledge of and an interest in natural history, science, environmental and/or the cultural sector.

### **Thriving at the Museum: the way we work**

We are proud to work at the Museum and have identified the qualities we all need to embody to reach our shared ambition. This sits alongside the Museum's values and forms the framework for the way we work.



**We are ambitious.** To make a difference on a global scale we are big and bold in our thinking and set goals which may seem impossibly high. We act with integrity, but we are not rigid or inflexible. We are excellent at what we do and look for opportunities to make a difference for the Museum wherever we can.

**We are curious.** We never stop learning. We look outwards beyond the Museum and ask questions to advance our understanding. We seek out and actively listen to different perspectives. We take time to reflect, are thoughtful and open to new ideas.

**We share the wonder.** We are captivated by the natural world, proud of our treasures and trusted guardians of our collections. We are passionate about the Museum, enjoy telling its stories and sharing our knowledge and expertise to inspire others. We don't take this for granted; we feel proud to work here.

**We are pioneering.** We are not afraid to try something new and use good judgment and evidence to take risks. We experiment, innovate, and embrace complex problems by adapting our approach. We do not dwell on setbacks or get preoccupied with problems. We find solutions.

**We team up.** We respect the expertise of others and recognise that we produce the strongest outcomes when we put the best ideas together. We trust each other, keep things simple and make it easy for others to do the right thing. We share information and skills so everyone is equipped and enabled to succeed. We never let bad moments grow into bad relationships. We inspire and empower each other to give our best.



**We act with pace.** We focus our efforts where we know we can make the biggest impact. We take tough decisions and once a plan is set, we all get behind it to make it happen. We take responsibility and don't wait to be told what to do. We are racing against time in this planetary emergency, so we work with a sense of urgency.

## **General Information**

All positions at the Natural History Museum are conditional subject to receipt of:

- Proof that you are legally entitled to work in the UK
- A Basic Disclosure Check from the Disclosures and Barring Service (DBS)
- Satisfactory references covering the last 3 years of your employment or education
- Health clearance

The Museum supports flexible working.

## **To apply**

If that sounds like you, please apply online on the Natural History Museum's careers portal.

**Closing date: 9am, Monday 8 April 2024**

**Interviews expected: w/c 15 April 2024**

