



Job Description

Title: Philanthropy Manager (Trusts and Foundations)

Contract: Full-Time (36 hours per week), Permanent

Salary: £38,346 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.

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.

About the role

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 natural relationship builder and excellent communicator for the role of Philanthropy Manager (Trusts and Foundations). Working closely with the Senior Philanthropy Manager (Trusts and Foundations) and based within the wider Philanthropy team, the role will support delivery of the trusts and foundations strategy.

We launch a major capital campaign in the autumn to restore and revitalise a significant proportion of our galleries, which will engage and inspire millions more advocates for our planet. There is real potential for this role to build a rich portfolio of trusts and foundations and contribute significantly towards the Museum's most ambitious ever campaign.

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

Main Responsibilities

Fundraising

- Raise income in line with agreed personal targets and KPIs, contributing to the Philanthropy team's current annual income target of £7m+.
- Research and identify funding opportunities, cultivate relationships and lead the application process with trusts, foundations and some statutory organisations giving at the high five- and six-figure level.
- Work independently and in collaboration with the Senior Philanthropy Manager (Trusts and Foundations) to plan and implement creative strategies to secure donations and grants towards strategic priorities.
- Support the Head of Philanthropy and Senior Philanthropy Manager with gifts at the seven-figure level.
- Establish strong cross-Museum relationships to develop proposal ideas in line with Museum priorities and funders' interests, and craft compelling cases for support.
- Develop relationships of the highest quality with key representatives from funding bodies, utilising relevant Museum staff and Board members in this process as needed.
- Steward trusts and foundations in supported projects, including organising projects visits, progress meetings and invitations to wider Museum activity.
- Ensure that all required grant reporting is delivered to the highest standard, supporting the development of robust evaluation processes with colleagues where needed.
- Promote best practice in fundraising across the Museum.

Finance and Administration

- Work closely with Finance and project delivery colleagues to monitor grant payments, process claims and ensure grants are spent in line with funding agreements.
- Ensure communication and activity with funders is recorded on Raiser's Edge database.

General

- Stay informed of key developments within the cultural and environmental sector.
- Attend early morning, evening and occasional weekend events, as required within the nature of the post.
- Assist with other duties that may be reasonably required.

Essential

- A successful track-record in securing and account managing five-figure gifts from trusts and foundations.
- Exceptional written and oral communication skills, able to convey detailed information in a concise and engaging manner.
- Experience of fundraising to organisational priorities through the lens of funders' needs and interests.
- Excellent people skills and the ability to establish strong relationships with a variety of funders, prospects and colleagues.
- A team player with an open and collaborative approach.
- Able to work proactively and constructively with colleagues to develop high-quality project proposals to deadline and achieve results.

- Willingness to act as an ambassador for the Natural History Museum amongst a range of high-profile external contacts.
- Exceptional attention to detail and organisational skills.
- Ability to prioritise and meet regular deadlines whilst working under pressure.
- Knowledge of Raiser's Edge database or similar CRM system.

Desirable

- Experience of working in a large complex organisation, liaising with multiple decision makers and stakeholders.
- Experience of contributing to a fundraising strategy.
- Previous experience of fundraising in the cultural and/or environmental sector.
- Knowledge of and an interest in natural history, science and/or 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.

What we offer

- 27.5 days holiday plus 8 bank holidays (full time equivalent)
- Generous defined contribution Natural History Museum Pension Scheme (employer contribution 4 - 10%)
- Season ticket, bicycle and rental loan
- Life insurance
- Free admission to our exhibitions and many other paid exhibitions at museums, galleries and institutions across London and the UK.
- Staff discount at our Museum shops and cafes
- We offer a wide variety of training initiatives and opportunities to build skills. Investing in staff development is important to us, and we are ambitious about helping staff to grow and fulfil their potential.
- Affordable membership to the Civil Service Sports Council which offers a range of benefits including an extensive list of special offers and reduced entry fees at a selection of cinema chains, theme parks, theatres, retailers and supermarkets. It also provides entry to up to 300 [English Heritage sites](#) and other national treasures. For more details, visit <https://www.cssc.co.uk>
- Membership to our Sports and Social Association (for a small fee), which includes access to our in-house gym and clubs such as football, softball, table tennis and tennis and classes in Middle Eastern dance, yoga and Tai Chi

Hybrid working

We are working towards a vision where both people and planet thrive, and nothing gives a greater connection with this, than seeing first-hand, the visitors, scientific research and collections that all of our work is inspired by and working side by side with the teams delivering the visitor experience and events. We also recognise the benefits and flexibility that hybrid working brings. We operate a hybrid working model that requires regular, weekly attendance for this role, with the precise pattern of days on site and worked from home to be agreed with your manager.

To apply

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

Closing date: 23:59 on 11 September 2024

Interviews expected: w/c 23 September 2024

Please note that this role does not qualify for Museum sponsorship so the successful postholder will need to have a valid right to work in the UK at the point of offer.