



# Job Description

**Title:** Senior Philanthropy Manager  
**Contract:** Permanent, full-time (36 hours per week)  
**Salary:** £49,275 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 1000 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 NHM's Development team, as we are about to embark on a major capital campaign that is set to rejuvenate the Museum spaces and transform access to our collections. Alongside this 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

We are looking for a dynamic and self-motivated fundraiser to join our successful team as we embark on a major capital campaign to raise £150m. Reporting to the Head of Philanthropy, this role will be responsible for personally securing six and seven-figure gifts from High-Net-Worth Individuals.

The Senior Philanthropy Manager will work closely with the Head of Philanthropy, the Senior Principal Gifts Manager and the rest of the Philanthropy team, feeding into the overall strategy of high-value partnerships. They will manage a portfolio of funder accounts which deliver long term, high-value strategic partnerships as well as building new relationships.

The Senior Philanthropy Manager will also manage 2 roles – Patrons Manager and a Philanthropy Manager (HNWI and Legacies), with oversight of both the Patrons Programme and Legacy programme.

The Philanthropy team is growing and there will be substantial opportunity for professional development within a world-leading cultural organisation.

## Main tasks and responsibilities

- Manage a portfolio of prospects, in the UK and abroad, capable of making six and seven-figure gifts.
- Raise income in line with agreed personal and team fundraising targets.
- Working closely with the whole Philanthropy team to coordinate on the overall strategy and targets for maximising philanthropic giving to the NHM.
- Manage a team of 3, which includes line management of a Patrons Manager and Philanthropy Manager (HNWI/Legacies), whilst motivating them to meet key objectives and targets within the overall Philanthropy team.
- Work alongside the Philanthropy team, Special Events team and Corporate team in the preparation of written donor proposals, donor stewardship and the planning and execution of events related to the cultivation, solicitation and stewardship of donors.
- Work independently to plan and implement creative strategies to increase philanthropic gifts at the six and seven-figure level by creating bespoke cultivation and solicitation plans that utilise senior stakeholders effectively.
- Actively solicit funding personally, as well as plan solicitations for senior staff as appropriate.
- Build strong relationships and partner with key staff across NHM in line with our strategic ambitions.
- Prepare written briefings for senior management and with donors and prospective donors as well as follow up documentation and correspondence.
- Ensure full and timely records of all activity are kept on the database in adherence to set policies and procedures.
- Promote best practice in fundraising across the NHM.

## Person Specification

### *Essential*

- Significant fundraising or income generating experience and a proven track record of securing income at the six-figure+ level.
- Demonstrated success in managing a high value and diverse portfolio of major donors that include complex relationships (e.g. interests and relationships across a large organisation).
- Experience of working within a results-oriented environment, with a record of achieving personal KPIs and targets.
- 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.
- 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 funding from high-net-worth individuals.
- Management experience.
- 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: 23:59, 20 October 2024**

**Interviews expected w/c 28 October 2024**

