



Job Description

Title: Philanthropy Manager (HNWI)
Contract: Full-Time (36 hours per week), Permanent
Salary: £38,347 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 have launched 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

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 an ambitious and self-motivated individual for the role of Philanthropy Manager. The role will contribute to our strategic priorities, working closely with the Senior Principal Gifts manager to cultivate and maintain relationships with new and existing funders. With opportunities to fundraise towards a diverse range of core and capital projects.

Working alongside an approachable and highly successful Philanthropy team, reporting into the Senior Principal Gifts manager, the role will support the development of our Principal giving strategy, building relationships with a portfolio of potential and existing funders engaging them through phone calls, meetings, written correspondence, events and by creating compelling proposals.

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 KPI's, contributing to the Philanthropy team's current annual income target of £7m+.
- Cultivate a portfolio of major donor prospects in the UK and abroad at the six-figure gift level and support the Senior Principal Gifts Manager in the management of seven-figure gifts.
- Establish strong cross-Museum relationships to develop programme ideas in line with funders' interests, and craft compelling cases for support.
- Work independently and in collaboration with the Senior Principal Gifts Manager, Head of Philanthropy and Director of Development to plan and implement creative strategies to increase philanthropic gifts at the seven-figure gift level.
- Actively solicit funding personally through bespoke cultivation plans and utilise senior stakeholders effectively when needed.
- Prepare written briefings for senior management for meetings with prospective donors as well as follow up documentation and correspondence.
- Ensure all required gift reporting is delivered to the highest standards, supporting the development of robust evaluation processes with colleagues where needed.
- Promote best practice in fundraising across the NHM.

Finance and Administration

- Work closely with Finance and project delivery colleagues to monitor incoming payments and ensure that donations are spent in line with funding agreements.
- Ensure full and timely records of all activity are kept on the database in adherence to set policies and procedures.

General

- Stay informed of key developments within the sector by monitoring government and third-sector policies and relevant publications.
- Attend evening and occasional weekend meetings and events, as required within the nature of the post.
- Assist with other duties that may be reasonably required.

Essential

- A demonstrable track-record in securing and managing gifts from high-net-worth individuals, including research, crafting compelling proposals, and effective stewardship.
- Exceptional written and oral communication skills, with an ability to convey detailed information in a concise and engaging manner.
- Ability to establish productive relationships with a variety of funders, prospects and colleagues.
- Ability to work proactively and constructively with colleagues to develop high-quality project proposals.
- Ability 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.

Desirable

- Direct fundraising experience in the cultural/environmental sector with High-Net-Worth Individuals.
- Experience of working with senior stakeholders (Trustees, Directors and Senior Leadership teams).
- Experience working on capital or campaign fundraising.

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, 10th November 2024

Interviews expected w/c 25th November 2024