



JOB DESCRIPTION

FUNDRAISING LEAD

2 days a week, fixed term for 18 months

£16,000 per annum pro rata (FTE £40,000)

Interview date: Friday 24 July

Dorset Museum & Art Gallery (DMAG) is one of the leading independent, charitable, heritage organisations in the South West of England. Its diverse collections contain over 4 million objects and span almost 250 million years, including internationally significant geology, archaeology and literary artefacts. It is a museum that collects, reveals and inspires connections with Dorset's universal story.

Owned and managed by the Dorset Natural History and Archaeological Society (DNHAS), DMAG operates independently with a degree of financial support from Dorset Council and Arts Council England.

DMAG is also part of the Wessex Museums Partnership (WMP). Recognised as a National Portfolio Organisation by Arts Council England, the WMP is a thriving consortium of the four principle museums across Dorset and Wiltshire that tell the stories of Wessex from prehistory to the present day.

DMAG houses four permanent galleries, a special exhibitions gallery, Learning Centre and a Collections Discovery Centre – a collection storage facility which is visible to visitors and houses our most significant and vulnerable collections. Facilities include a Welcome Area, Shop, Café, and Library.

We have a new Philanthropy working group operating at Board level with strategic oversight by the Chair and Executive Director. An external consultant has been commissioned to support us with a new strategic direction related to fundraising and philanthropy. This role will support that working group to deliver its new development activity plan, with the support of a volunteer for database and admin tasks.

Main Purpose of Post: This is an exciting opportunity for someone who thrives on the challenge of fundraising and enjoys building relationships, spotting opportunities, and turning conversations into meaningful support.

Working closely with our Executive Director, you will play a key role in growing income streams from major donors, trusts and foundations, and community supporters. You'll be

organising fundraising events, leading the stewardship of prospective and existing donors, contributing to the development of funding applications, and helping us engage new and more diverse communities with Dorset Museum & Art Gallery.

Responsible to: Executive Director

Relationships: The Fundraising Lead is part of the museum team and will work closely with curatorial, learning and engagement, marketing, commercial and operational staff. The post holder will identify opportunities to link fundraising with our core work and public programme, communicating this well so that everyone can be a fundraiser.

The following posts report directly to the Fundraising Lead: Fundraising volunteer

About the Role

This varied and rewarding role will include:

- Managing relationships with existing and prospective major donors and supporters
- Researching and preparing applications to trusts & foundations
- Identifying and engaging new community audiences
- Delivering fundraising income targets and pipeline management
- Working collaboratively across teams to gather stories, impact information, and develop supporter materials
- Communicating our fundraising work both internally and externally
- Maintaining accurate records of past, current and potential donors
- Organising and delivering fundraising events with support from the Executive Director. Attending when appropriate
- Participating in the Philanthropy Working Group, Programming and Staff meetings

About You

We are looking for someone who is:

- Demonstrably experienced in fundraising, with a track record of building donor relationships and contributing to income growth
- An excellent communicator with strong written and verbal skills
- Confident building relationships with a wide range of people
- Organised, proactive, and able to manage multiple priorities
- Passionate about delivering excellent supporter stewardship

- Creative, resilient, and motivated to help grow income
- Committed to the values and mission of Dorset Museum & Art Gallery
- Interested in heritage, culture and the arts

You will already have experience in fundraising and customer service, community engagement, or another relationship-focused role.

Some lone working and evening and weekend working is required as part of this role.

The details contained in this job description reflect the content of this job at the date of being prepared. It is however possible that over time the nature of the job will change. Consequently DNHAS will expect to revise this job description on occasion and will consult with the post holder at the appropriate time.