



Job Description

Title: Philanthropy Executive
Contract: Permanent, Full-time (36 hours per week)
Salary: £32,732 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 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 Museum as we have secured investment from the UK Government to build a new science and digitisation centre at Thames Valley Science Park, 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**



Working closely with colleagues across the Philanthropy team you will support the team in the Patrons, Legacy and High-net-worth individual (HNWI) income streams and manage your own portfolio of Legators and HNWIs. You will focus on the administration and stewardship of the Patrons Circle and Legacy programme, account management for your portfolio of donors, data management and supporting the wider team on identifying and approaching new potential donors.

You will work closely with colleagues in the Philanthropy team and wider Development Group across varied income streams whilst also building successful working relationships with colleagues at all levels across the Museum. You will maintain a high level of organisation and excellent communication to build meaningful relationships with donors to the greatest value for the whole Museum.

The role will be line-managed by the Patrons Manager with guidance from the Philanthropy Manager (Legacies & HNWI) and Senior Philanthropy Manager.

Main tasks and responsibilities

Patrons Circle

- Support the Patrons Manager with the administration of the Patrons Circle, including delivery of the events programme, drafting newsletters, event invitations, renewal reminders, thank you letters and welcome packs.
- Support the Patrons Manager to monitor the Patrons inbox for queries and event RSVPs, resolving any requests from Patrons, logging RSVPs or escalating them to the Patrons Manager as appropriate.
- Liaise with Membership and Marketing teams to integrate Patron, Member and Visitor communications and benefit delivery.

Legacy and HNWI administration and pipe-line development

- Support the Philanthropy Manager (Legacies & HNWI) with the delivery of Legacy events programme and day to day administration of the Legacy programme, including administering new bequests via Smee and Ford notifications. Steward and cultivate a warm portfolio of 50 Legacy pledgers and lower-level donors by drafting day-to-day communications, marketing emails, writing stewardship reports and sending event invitations.
- Support the wider team by planning and cultivating prospective Legators and lower-level donors under the supervision of the Philanthropy Manager (Legacies & HNWI) and Patrons Manager.

General

- Ensure that Raisers Edge is updated regularly and in line with the requirements for each event or activity and work closely with key database managers to ensure records are kept up to date.
- Support the Senior Philanthropy Manager and wider Philanthropy team with meeting, visit and event organisation, including, supporting the delivery of events and writing briefings ahead of donor meetings.
- Support the wider Philanthropy team with Raiser's Edge data- inputting and gift administration, including gift processing, acceptance and due diligence forms.
- Deputise for Patrons Manager and Philanthropy Manager (Legacies & HNWI) on designated accounts in order to handle day-to-day requests and flow of information, arrangements for meetings and thanking.

Person Specification

Essential

- Proven organisational and administrative skills delivered with accuracy and attention to detail.
- Ability to prioritise tasks and manage workload in an efficient and timely manner.
- High level of professionalism, discretion and an ability to interact with donors and Patrons.
- Excellent standard of written and spoken English.
- Flexible and adaptable working methods and the ability to adopt new skills and processes in a fast-paced environment.
- Excellent understanding of IT skills, including PowerPoint, Word and Excel.
- Ability to work well as a member of the team as well as on own initiative.

Desirable

- Experience of fundraising from individuals.
- Experience with Raisers Edge database.
- Experience within a fundraising department in the museums, galleries or charity 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.

Application close: 23:59, 13 October 2024

Interviews expected w/c 04 November 2024.

