



**Port Sunlight**  
VILLAGE TRUST

## Job Description

<b>Job Title:</b>	Fundraising Manager
<b>Reports to:</b>	Chief Commercial Officer
<b>Direct reports:</b>	N/A
<b>Directorate:</b>	Commercial
<b>Position Type:</b>	Fixed Term – 2 years (may be extended)
<b>Pay</b>	£40,000 per annum

### Role Summary

We want to make the village an inspiring place to live, visit and work for everyone.

Port Sunlight was declared a conservation area in 1978. It contains more than 900 Grade II listed buildings in 130 acres of parkland and gardens. It is also home to a thriving community and welcomes hundreds of thousands of visitors a year. It is important to strike a balance between the past and the present, which is where Port Sunlight Village Trust comes in.

Port Sunlight is considered to be one of the finest surviving examples of an industrial worker village and is an important national heritage asset. Port Sunlight is noted for its significant influence on the design of 'garden villages' around the world and its emphasis on providing beauty for all.

This is a varied and fun fundraising role working alongside colleagues in commercial, heritage, education, operations and landscape teams to grow PSVT's income by securing funding and donations from funding bodies, major donors and individuals.

We have a number of high-profile projects planned to restore key heritage assets and to develop our visitor offer, this role will be instrumental in helping us deliver initiatives that will support Port Sunlight's future including:

- £0.5m+ project to restore the Grade II listed boating pond and bronze fountain
- £8.0m+ project to develop the Lyceum building into a new home for the museum, collection, community and educational facilities

You will develop and deliver a fundraising strategy that is aligned with our strategic aims. This will include researching, identifying and applying for funds, developing one-off and recurring donation opportunities, and supporting colleagues with applications for major projects.

You will raise the profile of PSVT as custodian of Port Sunlight, and ensure that village residents, businesses, groups and key stakeholders in the region are aware of and engaged in our fundraising priorities.

You will use your experience as a fundraiser to achieve both financial results, and also stakeholder and funder advocacy.

You will use your skills as an excellent communicator, juggle competing priorities and be effective in managing projects.

### **Key Accountabilities**

1. Develop, manage and deliver PSVT's overarching fundraising strategy
2. Develop and manage PSVT's donation products across all channels
3. Develop, manage and deliver bespoke fundraising strategies for key projects
4. Research funding opportunities that align with PSVT's strategic aims
5. Coordinate funding applications, taking the lead in bid preparation and application tracking
6. Work closely with colleagues to develop and deliver fundraising activities that align with PSVT's strategic aims and deliver incremental income
7. Achieve a personal income target by delivering funding that aligns to PSVT's strategic aims
8. Monitor and report on fundraising performance against targets
9. Develop a portfolio of funders and potential funders, build relationships with them, and proactively manage relationships

### **Person Specification**

#### **Experience, skills, qualifications, and attributes:**

- Demonstrable fundraising experience, ideally with a track record in a museum, heritage, cultural or visitor attraction setting
- Excellent personal and communication skills
- Excellent written and presentation skills
- Event and project management experience
- Proven track record in achieving targets
- Organised, punctual and the ability to multi-task
- Demonstrable experience of building partnerships

#### **Port Sunlight Village Trust Competencies**

**Customer Focus** – through provision of excellent customer service, ensures the Customer is at the heart of everything we do.

**Team Work** – works collaboratively across the organisation to achieve PSVT's goals and objectives.

**Making things happen** – has a can-do attitude to the role and identifies solutions to maximise performance in a timely manner.

**Role Model** – represents PSVT at all times, and acts in manner that is professional, courteous and helpful.

#### **Port Sunlight Village Trust Values**

- **Integrity:** You can trust us to do what we say
- **Respect:** We value diversity and treat everyone fairly
- **Knowledge:** We are always learning and improving
- **Passion:** We really care about both the past and future of Port Sunlight
- **Creativity:** We are problem-solvers and openly share our ideas through partnership working
- **Participation:** We put the community at the heart of everything we do

PSVT is committed to ensuring that our recruitment processes for paid and voluntary positions are equitable for all applicants. We welcome applications from all individuals regardless of age, disability, sex, gender reassignment, sexual orientation, offending background, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships. We will make all reasonable adjustments to enable individuals to carry out their roles effectively. PSVT is in the process of finalising a new hybrid working policy, and requests for flexible working arrangements are considered on a case-by-case basis.

<b>Standard Checks (as applicable to role)</b>	
<b>Right to Work in UK</b>	Yes
<b>DBS (Standard CRB Check)</b>	No
<b>DVLA</b>	
<b>Qualification</b>	Yes, relevant undergraduate degree or equivalent
<b>Employment History / References</b>	Yes