**trusts, foundations and government manager**

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**Reports to: head of philanthropy**

**Department: development**

**Contract: permanent**

Overview

The Design Museum reopened its doors in a newly refurbished home in Kensington in November 2016. Six years and nearly 2.2 million visitors later, the museum is looking for an exceptional Trusts, Foundations and Government Manager with excellent interpersonal and communication skills and the ability to develop strong relationships with, donors, philanthropists and senior decision makers, to help drive the museum’s bold and visionary fundraising strategy.

The Trusts, Foundations and Government Manager plays a key role in helping the Development team raise its fundraising target. The team currently raises between £3 million and £5 million from the private sector, statutory including Arts Council England (ACE) and a combination of individuals, grant-making trusts and companies.

The challenge ahead is to secure the ongoing operational funding required from charitable trusts and foundations and statutory bodies critical to sustain the new museum as it continues to deliver its most ambitious plans to date.

The ideal candidate will be a highly motivated, target driven individual passionate about fundraising in the cultural sector.

Job scope

The post holder will work closely with other museum departments to identify funding opportunities and develop a wide range of proposals, to include major proposals alongside smaller applications to meet revenue targets.

Job description

Trusts and foundations

* Working with the Head of Philantropy to develop the strategy and agree annual targets for the team.
* Develop a pipeline of opportunities and timetable of applications and reporting across each financial year, taking into account potential funders, project targets and any periods of exemption.
* Research, identify and apply to prospective funders (Trusts, Foundations, Statutory) via written correspondence/proposals, phone calls, presentations and invitations to events.
* Responsibility for overseeing with the relevant internal teams, the delivery of all funded activity and reporting against grant conditions.
* Ensure there is comprehensive monthly budget, risk and success ratio monitoring and reporting.
* Working across the Design Museum with all deartments to develop propossions/case for support, and making sure that the impact monitoring necessary for reporting is in place.

Statutory and public funding bodies

* Together with the Director of Development and Head of Philanthropy be responsible for all Arts Council England (ACE) National Portfolio Organisations (NPO) applications and reporting requirements, and be the main point of contact for the ACE relationship manager.
* Research and identify potential statutory and local authority funding sources (including Arts Council England), taking the lead on making applications as appropriate and the subsequent delivery, fulfilment, stewardship and reporting against funded projects.

Stakeholder management

* Cultivate and maintain positive relations with current and potential supporters and public at all times, ensuring excellent stewardship and fundraising best practice.
* Ensure all prospects are invited to relevant events and effectively followed up and thanked.
* Ensure that all prospects, donors and research are recorded on the CRM and finance databases, where relevant.

Person specification

Knowledge, experience. skills

Essential

**Experience**

* Proven experience of Statutory,Trust and Foundation fundraising, with a track record of secuing major gifts of/applications soliciting, six or seven figure sums.
* Experience of researching prospects using appropriateresearch tools.
* Experience of CRM systems, preferbaly Microsoft Dynamics.

**Skills**

* Ability to craft compelling cases for support and to communicate these effectively through written and verbal channels.
* Outstanding written and verbal communication skills with exceptional attention to detail.
* Ability to work collaboratively with internal and external stakeholders, colleagues across the museum, supporters and prospective supporters.
* Ability to work to manage a varied workload to deadlines.

Desirable

* An interest in design and/or architecture.

**Terms and conditions**

**Salary: up to £37,000 per annum, dependent on experience**

**Holidays: 25 days + christmas eve (museum is closed)**

**Hours: full time, 37.5 hours/5 days per week**

**Location: the museum is trialling a part-remote working arrangement, where staff work 60% of their role at the museum and 40% remote**

**Design Museum Staff Benefits**

Employees are entitled to 25 days holiday, rising to 26 days after two years’ service and 27 days after five years’ service, plus 8 days Bank Holiday and Christmas Eve (museum closed), pro-rata for part-time employees. Other benefits include access to a defined contribution pension scheme, an employee assistance programme, season ticket loan, cycle to work scheme, free entry for friends and family to the museum, a variety of staff discounts including the museum shop and free entry to a wide number of galleries and museums in London.

**Hours of Work**

Full-time employees are required to work no less than 37.5 hours per week and the standard working day is 9.30am - 6.00pm which includes a daily 1-hour break (30 minutes paid and 30 minutes unpaid). Hours for part-time employees are pro-rated accordingly.

**Diversity and Inclusion**

The museum pro-actively seeks to collaborate with institutional partners, individuals, and networks to realise its commitment to build a culturally diverse workforce. We positively encourage applications from underrepresented groups and consider candidates who are suitably qualified and eligible regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**About the Design Museum**

The Design Museum is located in London and is the world’s leading museum devoted to architecture and design, It makes the impact of design visible and is the only place in the UK where the design industry, education and the public can come together to change the way people think about themselves and the future.  
  
Since it opened its doors in 1989 the museum has displayed everything from an AK-47 to high heels designed by Christian Louboutin. It is a registered charity that has staged over 100 exhibitions, welcomed over seven million visitors and showcased the work of some of the world’s most celebrated designers and architects including Paul Smith, Zaha Hadid, Jonathan Ive, Frank Gehry, Eileen Gray and Dieter Rams.

On 24 November 2016, The Design Museum relocated to Kensington, west London. Leading architectural designer John Pawson converted the interior of a 1960s modernist building to create a new home for the Design Museum giving it three times more space in which to show a wider range of exhibitions and significantly extend its learning programme.

In July 2020, the Design Museum was awarded nearly £1 million National Lottery funding through the Arts Council’s Emergency Response Fund.

**Our vision, purpose, mission, and values**

**Our vision**

Our vision is a world where everyone values design

**Our purpose**

The purpose of the Design Museum is to make the impact of design visible

**Our mission**

* To build public awareness of design by connecting design with people’s lives and passions
* To reflect the designer’s role at the forefront of social, technological, and environmental change
* To serve the design community. Design is a practice, a diverse discipline, infinitely rich in approaches and characters. It is a young discipline, whose role in the world is evolving. Our unique approach to working with designers is to invite them to ‘think in public’

**Our values**

The museum’s core values are collaborative, welcoming, enterprising, and forward looking.

**designmuseum.org**