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| Entity in which the role sits: | The National Motor Museum Trust Limited | Position type: | Full-time  Please enter number of hours per week below:  37.5  Permanent Salaried  **Additional information:**  Insert additional position information here (if any) |
| Job title: | Philanthropy Manager |
| Department: | Development Office |
| Location: | NMMT Collections Centre, Beaulieu, SO42 7ZN  (For example, John Montagu Building, Beaulieu, SO42 7ZN) |
| Salary range:(Based on experience) | £ 35000 to £ 40000  Select FTE / Hourly |
| Study package? | Study package included?  no |
| Driving licence required? | Yes | Standard Beaulieu Hybrid Working Policy Applies: | Yes |
| Travel required? | Yes | **If no, please specify why it doesn’t apply and outline what does apply below:**  Potential two days out of the office if required. Line Manager to agree. |
| January | 01/02/2025 |
| Application cut-off date: | 31/12/2024 |

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| **Reporting lines:** *(Please use the hierarchy template below or insert a screenshot of a different organisational chart if you have one. Please ensure this role is highlighted)* |
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| Purpose of the role: |

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| The National Motor Museum is on the cusp of going live with a major capital and legacy campaign. This existing role sits within the Development Team. The team is expanding ahead of the campaign with more recruitment planned in 2025 and 2026. The post holder will recruit two direct reports.  The Philanthropy Manager will report to and work closely with the Head of Development to focus on growing major gifts from high value private donors and members. Cultivating strong relationships to build and enhance the NMMT’s donor journey with its supporters.   * Identifying and engaging prospective donors * Cultivating prospects to the point where they are ready to be asked for a significant gift * Working closely with our prospect researcher to build an understanding of prospective donors, and maximising opportunities * Helping to develop prospecting groups and other engagement events * Coordinating fundraising approaches to donors, including those which will be best led by other key members of the team and members of the Leadership team * Collaborating with our legacy officer to identify a major donor legacy pipeline and to secure legacy pledges * Managing a portfolio of donors and prospects, coordinating the portfolios managed by the Head of Development, CEO, and Trustees * Ensuring we deliver first class stewardship and relationship management - continually improving donor communications and the quality of experience for our supporters. * Helping to ensure that the fundraising database and financial reporting meets the needs of a national charity * Line manage the prospect researcher (to be hired) and major donor officer (to be hired) |

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| Qualifications / Education (or equivalent) | Importance | Assessment approach |

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| Educated to Degree level | Desirable | Shortlisting / Interview |
| Fundraising qualification | Desirable | Shortlisting / Interview |
| Please insert relevant qualifications / education required for the role | Select | Select |

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| Experience | Importance | Assessment approach |

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| Previous, proven experience of successful major donor fundraising and/or working with high-net-worth individuals in a different but compatible career. | Essential | Shortlisting / Interview |
| Experience of asking for gifts and securing major gifts. | Essential | Shortlisting / Interview |
| Implementation experience of the principles of annual Gift and major gift fundraising, to include identification, research, solicitation and stewardship of donors. | Essential | Shortlisting / Interview |
| Supporting colleagues, trustees and other stakeholders in soliciting gifts. | Desirable | Shortlisting / Interview |
| Proven track record of delivering income against agreed targets and timescales | Essential | Shortlisting / Interview |

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| Skills | Importance | Assessment approach |

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| Outstanding interpersonal skills – ability to discover a prospect’s interests and match potential projects for funding | Essential | Interview |
| A detail-orientated and diligent researcher | Essential | Shortlisting |
| Skilled in stewarding high net worth individuals and successfully “making the ask” as appropriate | Essential | Shortlisting / Interview |
| Excellent organisational and planning skills, meticulous attention to detail | Essential | Shortlisting / Interview |
| Proficient in using, managing and maintaining a CRM database. | Essential | Shortlisting |

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| Knowledge and understanding | Importance | Assessment approach |

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| Strong working knowledge of Charity Law, Data Protection, Fundraising Code of Practice, and other relevant marketing or fundraising standards across the sector, in particular in relation to major donors | Desirable | Shortlisting / Interview |
| Knowledge of Gift Aid | Essential | Shortlisting/Interview |

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| Attributes | Importance | Assessment approach |

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| Excellent Interpersonal skills | Essential | Shortlisting / Interview |
| Solution focused | Essential | Shortlisting / Interview |
| Ability to motivate and influence | Essential | Shortlisting / Interview |
| Determination and resilience | Essential | Shortlisting / Interview |
| Good strategic thinker: ability to set long- & short-term objectives | Essential | Shortlisting / Interview |
| Integrity | Essential | Shortlisting / Interview |

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| Role and responsibilities |
| **Key Responsibilities**  **1. Income generation and prospect management**  Lead the philanthropy programme to secure income from a pool of active, warm and identified high net worth individuals by planning and managing the stewardship and cultivation of relationships, with a focus on securing 5- and 6- figure gifts.  **2. Prospect Research**  Identify new prospects for the major donor pipeline through detailed, analytic research, network mapping, and high level networking.  **3. Donor stewardship and relationship building**  To manage the relationship with all current donors ensuring their engagement with and commitment to the Museum continues to grow. Work closely with NMMT Trustees and senior stakeholders to build new networks. Attend fundraising and profile-raising events and relevant sector forums. To foster new relationships and ensure past donors are cultivated.  **4. Fundraising Events**  Work with an NMMT colleagues to develop and deliver fundraising events and develop philanthropy focused and objective-led events for a high net worth audience as appropriate.  **5. Events** Attend selected events on the Beaulieu Estate as well as motoring events throughout the UK and internationally to cultivate donors and prospects. Must be prepared to travel from time to time: in particular during the UK summer. **6. Additional general responsibility for all staff**  To actively promote the core Values the NMMT whilst working towards achieving the strategic objectives of the Charity and Business plan. Promoting equality of opportunity, diversity and inclusiveness to ensure that the delivery of people management, policies and systems through all aspects of the Charity are fair, transparent and consistent, without prejudice or discrimination to all internal and external stakeholders. Plus, to complete any other appropriate duties and responsibilities as requested, commensurate with this role, and to always work in compliance with relevant legislation and NMMT policy. |

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| Line Manager Approval: (Signature and name) | NR  Insert approver name here | Date: | 03/12/2024 |
| HR Approval:  (Signature and name): | LG  Insert approver name here | Date: | 03/12/2024 |