**Development Officer**

**APPLICATION PACK**

**SALARY: £24,000 - £27,000 pro rata**

**HOURS: Full time, 37 hours per week**

**LOCATION: Camden Town, London NW1**

**REPORTING TO: Development Manager**

**KEY RELATIONSHIPS: Development team**

 **Public Programme Manager**

 **Marketing Officer**

**ANNUAL LEAVE: 20 days, rising by 3 days after 2 years and then an additional 1 day per year to a maximum of 30 days, plus statutory days and Jewish holidays**

This application pack contains the following information:

1. Job description
2. About the Jewish Museum London
3. How to Apply
4. Equal Opportunities Policy

**1. Job Description**

The Jewish Museum London is looking for an enthusiastic and capable development professional to join the organisation as Development Officer.

The Development Officer will have excellent networking and interpersonal skills and will be responsible for growing income from the Museum’s mid-value and major donor supporter-base and securing new individual supporters of the museum.

Reporting to the Development Manager the post-holder will support the team across all areas of activity including securing funding from Trusts and Foundations and Individuals. The Development Officer will also be responsible for the Patrons’ membership scheme – its publicity and promotion, membership growth, ongoing communications and events programme. The Development Officer will provide a broad range of administrative support to the team, including the organisation and minuting of meetings.

The new post holder will be joining the Museum’s Development Team at an exciting time in the organisation’s delivery of our four-year strategy and focus on the vital role of the museum in promoting tolerance, celebrating diversity and combatting antisemitism through our dynamic and award-winning Learning programmes and Exhibitions.

 **Main areas of responsibility**

* Providing competent and proactive administrative support to the whole Development Team with a particular focus on supporting the Director of Development and Development Manager in securing funds for the museum
* Contributing content and other support to funding applications and funder reports as required and as requested by the Director of Development and Development Manager
* Support the Director of Development, to design and implement an individual giving strategy in-line with the 2018-2022 Organisational Business Plan. To include major gifts, mid-value giving, legacies and in-memory/celebration giving.
* Support the Development Director to deliver a sensitive and impactful Legacy marketing programme via effective administration
* Lead on growth of the Patrons’ membership scheme through advertising and promotional opportunities and provide membership cultivation and development through events and targeted, tailored communications
* Carry out research on the prospective donor and funder pipeline – contributing information to aid applications
* Develop a substantial pipeline of prospective new individual donors and work closely with the Director of Development to achieve engagement
* Coordinate the development and delivery of annual appeals, i.e. for Rosh Hashanah, and ensure onsite giving reflects museum appeals and giving is maximised
* Ensure GDPR regulation and all data best-practice is implemented and adhered to in relation to fundraising from individuals
* Ensure all individual giving records are kept up to date on the organisational CRM (Raiser’s Edge) and all opportunities for successful relationship fundraising are realised
* Provide administrative support using Raiser’s Edge including liaising with the Finance Manager and ensuring all donations are processed efficiently
* Lead on ensuring the Museum’s online platforms (website and social media) maximise opportunities to reach donors and stakeholders and share powerful fundraising messaging
* Support the Director of Development to coordinate the regular Development Board meetings ensuring the agenda is circulated in advance and accurate minutes are taken and circulated
* Organise team meetings, away-days and research visits for the Development Team, ensuring accurate minutes are taken and actions recorded.
* Work closely with colleagues from other departments when building a case for support, proposal or developing a fundraising event at the Museum
* Support the Development Team with any other tasks as directed

This Job Description is subject to alteration in response to changes in legislation or the Jewish Museum London’s operational procedures.

**Person specification**

Essential

* Educated to degree level, or equivalent
* 1 years’ minimum experience in a development, fundraising or admin role
* Excellent verbal and written skills
* Good IT skills including a working knowledge of MS Office programmes
* Ability to build strong internal and cross-departmental relationships
* Outgoing personality with the ability to engage individuals from a wide range of backgrounds
* Calm under pressure and able to prioritise work effectively
* Enthusiastic and reliable, with a ‘can-do’ attitude and an interest in Jewish history and cultural heritage

Desirable

* Experience of using a CRM, such as Raiser’s Edge, in a fundraising context
* Experience of compiling or contributing to donor or stakeholder communications
* Understanding of data protection principles, including GDPR legislation
* Experience of fundraising in the arts or cultural sector

**2. About the Jewish Museum London**

At the Jewish Museum we play a vital role in telling the story of Jewish life, history and culture in Britain and in challenging prejudice, provoking questions and encouraging understanding.

Our mission is to surprise, delight and engage all people, irrespective of background or faith, in the history, identity and culture of Jews in Britain. Our vision is of a world where cultural diversity and the contribution of minority communities are explored, valued and celebrated, for the enrichment of society as a whole.

Our vibrant and stimulating exhibitions are central to the museum experience. These include hugely successful retrospectives on Abram Games, Judith Kerr, and Amy Winehouse. *Amy Winehouse: A Family Portrait* broke all previous visitor records, was covered extensively by media worldwide and has broken box office records whilst touring to Vienna, Israel, Amsterdam and San Francisco. Exhibitions on iconic mid-century design, ceramics, the cultural history of blood, and men’s fashion have garnered critical praise and received 5 star reviews.

Our internationally renowned collections of Judaica and social history preserve and tell the story of Jewish life in Britain from the 11th century to today. They incorporate ritual and ceremonial objects, costumes and textiles, photography and oral history, documents relating to social and political life, prints and drawings and ephemera.

Our public programming enables us to break down barriers and reach new audiences through late openings, performances, talks, and walks. Programme highlights include hands on ceramics sessions with our Potters-in-Residence, BabyJazz performances, and visiting speakers including Judith Kerr, Nikesh Shukla, and Michael Rosen. We have recently been shortlisted for Family Friendly Museum of the Year.

Our award-winning learning programme reaches 20,000 school children each year, 95% of whom are not Jewish, helping to foster an understanding of Jewish culture they otherwise wouldn’t have.

With the museum’s rising profile, improving visitor numbers and expanding digital reach, we will be joining the Arts Council England’s National Portfolio of funded organisations from 2018. This is an exciting time to join the museum as our reputation continues to grow and our ambitious plans for the future begin to take shape.

**3. How to Apply**

**To apply, please send your current CV and a covering letter by** **Monday 11 March 2019** at **12noon** to admin@jewishmuseum.org.uk with the subject line ‘**Job Application: Development** **Officer**’, explaining your interest in the post and relevant experience and qualifications, together with details of at least two referees, your current salary and information regarding your availability.

Please also state whether there are any restrictions on your right to work in the UK. If yes, please state restrictions and the expiry date of any permissions. The Equal Opportunities Monitoring Form should be also completed and included with your application but will not form part of the interview decision making.

The candidates who appear from their application to best meet the essential criteria below will be invited to interview. It is thus essential that your cover letter gives a full but concise description of the nature, extent and level of the responsibilities you have held.

**Interviews will be held during the week commencing 18 March 2019**. To assist us in arranging interviews, please inform us if you will be unavailable on these dates. Please also indicate if there are any restrictions on you taking up employment in the UK and, if so, provide details.

**4. Equal Opportunities Policy**

1. Statement of Policy

The Jewish Museum endeavours to be an equal opportunity employer and has a policy for this purpose.

The aim of the policy is to ensure that no job applicant or employee receives less than favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, age, marital status, sexual orientation or disability or is disadvantaged by conditions or requirements which cannot be seen to be justifiable.

This policy covers all aspects of employment including vacancy advertising, selection, recruitment, training, conditions of service and reasons for termination of service.

To ensure that this policy is operating effectively and for no other purpose the Museum maintains records of employee’s racial origins, gender and disability. The Museum will ensure that there is ongoing monitoring and analysis of such records to provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The Chief Executive is responsible for the effective operation of the Jewish Museum’s Equal Opportunities policy.

2. The Policy

2.1 Vacancy Advertising

Wherever possible all vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

All vacancy adverts will include an appropriate short statement on equal opportunity.

2.2 Selection and Recruitment

Selection criteria (job description and employee specification) will be kept under constant review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

At least two people must be involved in the selection interview and recruitment process, and should have received training in equal opportunities. Reasons for selection and rejection of applicants must be recorded.

2.3 Personnel Records

In order to ensure the effective operation of the equal opportunities policy and for no other reason a record will be kept of all job applicants’ and employees’ racial origins and disability.

Where necessary employees will be able to check/ correct their own record with regard to equal opportunities. Otherwise access to this information will be protected.

Such records will be analysed regularly and appropriate follow up action taken.

2.4 Equal Opportunities and Volunteers

The Jewish Museum is committed to supporting and developing its volunteers and will apply the spirit of this policy to them.

2.5 Visitors, Staff and Outreach

The Jewish Museum also seeks to provide equality of opportunity for service users of all backgrounds. Particular effort is made to reach the elderly, disabled and disadvantaged through its programme of outreach which includes educational programmes, talks and travelling displays.

Wherever possible efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the needs of disadvantaged and/or underrepresented groups.

3. General

The objectives of this Equal Opportunities Employment policy are

* To ensure that The Jewish Museum has access to the widest labour market and secures the best employees for its needs.
* Ensures that no applicant or employee receives less than favourable treatment and that wherever possible they are given the help they need to reach their full potential to the benefit of the Jewish Museum and themselves.

The cooperation of all employees is essential for the success of this policy. However the ultimate responsibility for achieving the policy’s objectives and for ensuring compliance with the relevant Acts of Parliament as well as the various codes of practice lies with the Jewish Museum. Behaviour against the spirit and/or the letter of the laws on which this policy is based will be considered a serious disciplinary matter and may in some cases lead to dismissal.

**Jewish Museum Equal opportunities monitoring form**

We are committed to equal opportunities in our recruitment process. This form is not sent to the recruiting panel and has no part in the shortlisting process. The information you supply on this form will be kept confidentially and for the purpose of recruitment monitoring and provision of statistical data only.

|  |  |
| --- | --- |
| **Post title:** |   |
| **Full name:** |   |
| **1. Gender:**Male / Female / Other / I prefer not to disclose this information  |
| **2. Gender Identity. Do you identify as trans?** Yes/ No/ I prefer not to disclose this information |
| **3. Age** |   |
| **4. Marital status** |
| Married (opposite sex) |   |
| Married (same sex) |   |
| Civil partner |   |
| Single |   |
| Other |   |
| I prefer not to disclose this information |  |
| **5. What is your sexual orientation?** |
| Bisexual |   |
| Gay man |   |
| Gay woman/lesbian |   |
| Heterosexual/straight |   |
| Other |   |
| I prefer not to disclose this information |   |
| **6. Do you consider yourself disabled?**Yes/ No/ I prefer not to disclose this information |
| **7. Ethnic origin**(Relates to a sense of identity/belonging on the basis of race/culture.)I would describe myself as (choose ONE section from A to F, and then tick the appropriate box to indicate your cultural background): |
| **A White:** |
| British |   |
| English |   |
| Scottish |   |
| Welsh |   |
| Irish |   |
| Other, please specify: |   |
| **B Mixed:** |
| White and Black Caribbean |   |
| White and Black African |   |
| White and Asian |   |
| Other, please specify: |   |
| **C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** |
| Indian |   |
| Pakistani |   |
| Bangladeshi |   |
| Other, please specify: |
| **D Black, Black British, Black English, Black Scottish, or Black Welsh:** |
| Caribbean |   |
| African |   |
| Other, please specify: |   |
| **E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:** |
| Chinese |   |
| Other, please specify: |   |
| **F Any other ethnic group** |
| (Please specify) |   |
| I prefer not to disclose this information |   |
| **8. Where did you see this post advertised?** |
|   |
| Data protection: Information from this application may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them. |
| **Applicant's signature:** |   | **Date:** |   |