



## Senior Development Manager

### APPLICATION PACK

<b>SALARY:</b>	<b>£32,000-35,000 p/a</b>
<b>HOURS:</b>	<b>Full time</b>
<b>LOCATION:</b>	<b>Camden, London (occasional travel required)</b>
<b>REPORTING TO:</b>	<b>Director of Development</b>
<b>RESPONSIBLE FOR:</b>	<b>Grants and Strategic Income</b>
<b>ANNUAL LEAVE:</b>	<b>20 days for each full year worked, 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 (approximately 6-12 days per calendar year)</b>

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 a strategic development professional to be our Senior Development Manager who will be responsible for our Grants and Strategic Income.

The Development Department works with the Chief Executive, Board of Trustees, and others to raise the substantial funds required to maintain the museum's activities, from basic operational costs that keep the museum open to supporting our learning programmes, exhibitions and permanent collection.

A significant proportion of voluntary income is procured from Trusts and grant-making Foundations in addition to individual giving schemes. We also run a range of cultivation events which are scheduled alongside our exhibition programme to widen audiences and drive additional income.

The museum became part of Arts Council England's National Portfolio in 2018 from which we receive core funding of £220,000 a year over the period 2018-2022.

This is a critical post for the Jewish Museum, responsible for securing vital funds on a recurring basis. The post is part of a small but energetic and impactful development team which works across the Museum professional team.

### **Main Duties & Responsibilities**

- Researching and applying for funding from private trusts and foundations.
- Researching and applying for funding from statutory bodies such as the Heritage Lottery Fund and any additional support from Arts Council England.
- Designing and delivering an annual Trust & Foundation strategy to sit within the main Development Strategy and Budget.
- Managing the museum's Arts Council England National Portfolio funding, being the key relationship holder with ACE and providing timely reports, updates, and monitoring the organisation's performance against the approved four-year business plan.
- Managing all Trusts & Foundation relationships – from initial enquiry through to ongoing reporting and stewardship: maintaining and building relationships with trust and foundation representatives to maximise opportunities of success
- To increase the level of support from mainstream art, design, and culturally-focused Trusts & Foundations, whilst securing continued support from funders within the Jewish community.
- To increase the level of unrestricted, or loosely restricted, support received from Trusts & Foundations.
- Identifying potential funding streams and communicating with other departments to ensure relevant projects for support are identified and deadlines are met.
- To collate data for evaluation purposes and to ensure reports are submitted to a high standard and on time.
- Working with other departments to write funding reports.
- Act as a deputy to the Director of Development, and support and represent the team when the Director is absent.

### **Other responsibilities:**

- To support the Director of Development in the delivery of the fundraising strategy.
- To collate up to date information for the Director of Development to report to Trustees and Senior Management meetings.
- To assist the Director of Development in budget forecasting and management.
- To support the Director of Development in researching potential major donors and support HNWI fundraising, including where applications or reports are to be submitted to individual or family foundations.
- To liaise regularly with Heads of Department to identify projects which require funding.
- Support the Development team in CRM (Raiser's Edge) administration, ensuring all Trust & Foundation and statutory records are effectively managed.
- Attend Development Board meetings alongside Director of Development and Development Officer.

- To support the Development team in all cultivation and stewardship events, both planning and delivery.
- 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.
- To represent the Museum by attending relevant networking opportunities and events, internally and externally.

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

### **Person Specification**

A demonstrable successful track record in:

- Working knowledge of fundraising techniques, processes and strategies to secure grants from trusts and foundations.
- Proven track record of writing bespoke and successful applications to secure 5-6 figure sum grants from trusts and foundations and statutory bodies.
- Proven track record of applying excellent organisational skills to prioritise workload, meet deadlines and work under pressure in a complex and dynamic environment.
- Meticulous attention to detail.

Knowledge and skills:

- Excellent written and verbal communication skills with an ability to articulate the museum's case for support in an inspiring and impact-driven way.
- Proven experience of monitoring and reporting project expenditure in accordance with the terms of the grant.
- Advanced IT skills and experience of working with and maintaining a complex CRM database (Word, Outlook, Excel and PowerPoint).
- Working knowledge of Raiser's Edge.
- Experience of writing evaluation reports to grant making bodies.
- Ability to lead a team and act as an ambassador for the organisation in high stake meetings.
- Ability to build strong internal and cross-departmental relationships.
- Educated to degree level, or equivalent.

Attributes:

- Enthusiastic and reliable, with a 'can-do' attitude.
- Experience of managing relationships.
- Experience of working towards and achieving targets.
- Empathy with and understanding of Museum culture and/or Arts and Heritage.
- Welcoming, helpful, friendly and professional manner.
- Flexible, creative and ability to take initiative.
- Interest in arts and culture, specifically Jewish history and cultural heritage

### **SAFEGUARDING**

The Jewish Museum is committed to safeguarding and promoting the welfare of off all our visitors, staff and volunteers. We expect all staff and volunteers to share this commitment so successful candidates may be subject to DBS checks and satisfactory references. Your post does not require a DBS check.

## 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 ceramics, the cultural history of blood, and men 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 11<sup>th</sup> 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. Highlights include *You Know I'm No Good: Young Women's Empowerment Festival* which featured Laura Bates, Susie Orbach and Otegha Uwagba. Recent visiting speakers have included Judith Kerr, Michael Rosen, Nikesh Shukla and Sir Simon Schama. 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 cover letter by **Friday 17<sup>th</sup> May 2019** at **12noon** to [admin@jewishmuseum.org.uk](mailto:admin@jewishmuseum.org.uk) with the subject line 'Job Application: Senior

Development Manager, 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.

Initial interviews will be held on 23<sup>rd</sup> and 24<sup>th</sup> May. To assist us in arranging interviews, please note 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.