

DIRECTOR OF FUNDRAISING

Reports to: Director

Department: Fundraising

Hours: Full time

Contract: Permanent

Salary: £65,000, based on experience

THE DESIGN MUSEUM

The Design Museum is the leading museum dedicated to contemporary design and architecture. For 22 years the Design Museum at Shad Thames has pioneered new thinking in design through its programme of exhibitions, events and educational projects. The Design Museum believes that design is vitally important and that everyone should understand the value of design.

In 2015 the museum will move to the former Commonwealth Institute on Kensington High Street, giving the museum three times more space, much improved learning facilities and a dedicated space in which to display the museum's permanent collection. The new Design Museum will be an international showcase for the many creative design skills at which Britain excels. It will give the museum the opportunity to widen its appeal and reach a more generalist audience, aiming to attract 500,000 visitors per annum and doubling the museum's income.

Over the next three years the museum will run existing operations at Shad Thames, deliver an exciting new building and create a new Design Museum with significantly scaled up capabilities and ambitions. This is a significant challenge – financially and operationally.

The capital fundraising campaign for the new museum is progressing well with building work having now started on site. The challenge ahead is to complete the capital campaign and to secure the financial position of the museum through a transitional period and into the new museum with a firm and growing revenue fundraising base.

THE ROLE

Overview

The Design Museum is seeking to appoint an exceptional Director of Fundraising to be responsible for all aspects of the organisation's fundraising - revenue, capital and endowment. It will suit someone with extensive senior management experience who has:

- Operated as part of a senior management team of a charity or arts/cultural organisation
- Led a successful integrated fundraising team, ideally covering revenue and capital fundraising, with a significant track record of success against demanding targets
- Provided sound and respected advice on fundraising in Board level discussions
- Extensive experience of leading teams through periods of significant growth and change

The successful candidate will have demonstrable management and leadership skills, gained in senior roles that will allow them to make a real contribution to the museum achieving its objectives.

The Director of Fundraising will line manage the Head of Development (revenue fundraising) and Head of Capital Campaign and through them the Development Manager (Trusts & Foundations), Development Manager (Corporate), Development Coordinator and Capital Campaign Coordinator.

Job Purpose

The role will play a critical part in delivering the museum's ambitions and financial stability in its transition to the new museum on Kensington High Street. By implementing a fundraising strategy for the Design Museum to deliver or exceed its revenue, capital and endowment fundraising targets, playing a key role in the museum's senior management team and driving change over the next few years, the Director of Fundraising will create a long term sustainable future for the Design Museum.

Job Description

Leadership

- To play an active role as a senior and trusted member of the Design Museum management team
- As part of a mutually supportive senior management team, to advise on optimum fundraising strategies to deliver the museum's overall ambitions
- To service, facilitate and develop the museum's Development Committee and maintain regular liaison with its chair and members as required to engage their support for fundraising
- To lead by example as a trusted member of the senior team, behaving with integrity, supporting the wider team and building consensus across the broader team at the museum
- To ensure that the work of fundraising is integrated with the work of the museum and that other departments understand the demands that will be put on the museum by donors and sponsors as well as to show how fundraising can contribute to achieving their goals
- To act as an ambassador for the museum, networking and representing the museum on forums and with key stakeholders and groups

Strategy and Business Planning

- To take lead responsibility for refining, developing and implementing the fundraising strategy to secure capital, revenue and endowment funding from all potential funding sources in line with the museum's needs
- To be responsible for business planning and forecasting for fundraising, ensuring annual targets are set and met within budget allocations
- To build and develop the fundraising in order to grow the museum's pyramid of supporters at all levels from grass roots up to major donors, developing strategies to engage them and maximise their involvement and giving.
- To report on performance, including financial to senior management and Trustees, identifying issues early, proposing solutions

- To ensure that all the necessary foundations for all relevant types of fundraising are in place and that excellent systems are in place to deliver objectives

Fundraising, Donor Development, Capital Campaigns

- To make direct approaches for funding when appropriate and to assist, advise, support and facilitate the Director, Deputy Director, Trustees and Senior Volunteers in approaches that they are making
- To work with key members of the fundraising team, in planning and facilitating approaches to major potential donors and sponsors.
- To develop further the Senior Volunteer support for fundraising.
- To ensure that all written and verbal communications from fundraising reflect the agreed key messages of the Design Museum and reflect its culture, ethos and professionalism

Staff Development and Management

- To take responsibility for managing the fundraising team in order to achieve targets set within the agreed expenditure budget.
- To work with the team to develop detailed action plans, timetables and responsibilities from the fundraising strategy for each strand of activity
- To manage performance effectively
- To ensure that the right structure and resourcing of fundraising is in place to deliver future needs
- To lead and develop the fundraising team ensuring that the potential of each member of the team is maximised

To undertake other duties as appropriate to the role

Person Specification

Knowledge and Experience

- Senior level experience of fundraising and managing a successful development function, ideally within a museum or similar cultural organisation
- A proven track record of success in delivering fundraising income against demanding targets.
- Experience of both capital and revenue fundraising including experience across the spectrum of fundraising from major donors, leading companies, charitable trusts and foundations
- Experience of organisational strategic planning and development of fundraising strategy
- Ability to communicate effectively and enthusiastically both face to face and in writing to a range of audiences
- Demonstrable ability to manage a team and performance and to manage a fundraising department through a period of significant growth and change
- Credibility and experience of dealing with people and challenges at board level

Skills and Personal attributes

- Excellent interpersonal, oral and written communication skills
- Highly financially literate

- Ability to plan ahead, work to deadlines and perform effectively under pressure
- Well-honed influencing skills and excellent diplomacy
- Motivational leader and good delegator
- Diplomatic and capable of commanding respect at all levels
- Awareness of legal and tax issues related to donations, sponsorship and legacies

An interest in twentieth century design and architecture would be an advantage.

TERMS AND CONDITIONS

Salary £ 65,000 based on experience

Hours Full time

Annual leave 25 days

Reports to Director

To apply please send a covering letter and cv to Kate Brooks, Jane Kaufmann Associates kate.inskip1@btopenworld.com

Closing date for applications: 5 November 2012

The Design Museum is committed to equality of opportunity.

Designmuseum.org