

**JOB DESCRIPTION**

**JOB TITLE: Fundraising Officer – Fund for the Future**

**REPORTS TO: Fundraising Manager**

**TERM: 12 month Fixed Term Contract – Full-time**

**LOCATION: Coalbrookdale Head Office, Coach Road, Telford**

**SALARY: Dependent on experience**

**FUNCTIONS: To manage all elements of the Heritage Lottery Fund (HLF) £1 million Endowment Scheme, which is the lead donation in the Trust’s ‘Fund for the Future’ appeal.**

**DUTIES INCLUDE:**

* Work with the Fundraising Manager and Director of Museum Development to implement and manage a plan to raise £1 for £1 match funding to unlock the HLF Endowment fund
* Responsibility for day to day development of the fund
* Working with the Research Officer identify potential donors
* Development and management of cultivation events and campaigns in both Ironbridge and London
* Development of specific ‘Fund for the Future’ Legacy campaign linked to the Forge Society
* Creation of associated print and digital marketing materials
* Associated administration including accurate tracking of donations, acknowledgement of donations and thank you letters
* Progress reports for Board and Heritage Lottery Fund
* Evaluation of the scheme focussing on the success of the fundraising campaign and the improvements to the heritage assets

**STAFF REPORTING DIRECTLY: N/A**

**BUDGETS HELD: N/A**

This Job Description is subject to periodic review.

**PERSON SPECIFICATION**

**Essential**

* Relevant qualifications, e.g. A-Levels or equivalent
* Proven track record of fundraising within a complex charity or in a sales and marketing role
* Understanding of Endowment and Legacy appeals
* Proven success in face to face solicitation of donors and a record in closing gifts
* Experience and proven track record in running fundraising campaigns and appeals
* A broad understanding and appreciation of the work of museums and other cultural providers
* Excellent organisational, interpersonal and communication skills with the ability to converse effectively and convincingly with a wide range of people including prospective donors, supporters and senior staff
* The ability to develop and maintain productive working relationships with colleagues and external contacts with a broad community of interests
* Ability to work independently and as part of a team
* Excellent ITC skills, including Customer Relationship Management (CRM) systems
* Competent and confident user of social media
* Full driving licence & access to own vehicle and able to attend evening and weekend events when required.

**Desirable**

* Experience of event organisation
* Fundraising qualification

Signed (Postholder)……………………….. Printed ………………………. Dated ………………..

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(Director of Museum Development)

Signed (Chief Executive)………………… Printed....................................... Dated ………………..