



## Job Description and Person Specification

<b>Job title:</b>	Fundraising Manager
<b>Location:</b>	Based at Charlton House and working across Greenwich Heritage Trust's portfolio of property as required
<b>Contract:</b>	Part time, Permanent.
<b>Hours:</b>	3 days a week. With some evenings and weekends to support events.
<b>Salary:</b>	£32,000 per annum (£19,200 pro rata)
<b>Reports to:</b>	Chief Executive Officer
<b>Direct reports:</b>	N/A
<b>Criminal Records Check:</b>	Enhanced

### The Organisation

Royal Greenwich Heritage Trust (Greenwich Heritage) was formed in May 2014 to manage and conserve the historic buildings and heritage assets in the Royal Borough of Greenwich. These include Charlton House & Gardens, the Museum and Archive Collections of the borough, Tudor Barn, Eltham, and various memorials across the Borough. Our purpose is to help people discover and enjoy the history and heritage of the Royal Borough of Greenwich and surrounding area; to conserve the heritage assets in the Trust's care and ensure that these assets are shared with as many people as possible. Our regular activities include venue hire, public events, exhibitions, learning and participation and public access to Charlton House & Gardens.

### Main Job Purpose

The Fundraising Manager will have overall responsibility to grow and deliver our fundraised income, focussing predominantly on developing and submitting applications for grants from trusts and foundations, as well as supporting funder relationships.



Focused on bid writing and grant applications to Charitable Trusts and Foundations, supporting individual giving initiatives and developing, Friends and Patrons Schemes.

## Key Activities

We try to make our job descriptions as straightforward and accessible as possible. They're not intended to set out every duty in detail, but to explain the key responsibilities so that you understand the nature of the job. How you go about doing it will be discussed and agreed between you and your manager on an ongoing basis.

### **To generate income from Fundraising**

- Develop a sustainable fundraising strategy for Trusts and Foundation to achieve the yearly income target.
- Cultivate new relationships with Trusts and Foundations to generate support for the charity's current and future programmes.
- Research, develop, write and deliver bids and pitches of the highest standard to Trusts and Foundations for the wide range of projects and activities.
- To understand the fundraising landscape, particularly the National Heritage Lottery Fund, Historic England, the Arts Council and other grant makers.
- To develop our Friends and Patrons schemes.
- To encourage individual giving through our website and local promotions.

### **Role**

- Work with the CEO, Marketing and Collections Teams to understand projects and ensure fundraising targets are met.
- To identify relevant opportunities for collaboration that promote generating income.
- Research appropriate available grants
- Prepare and submit high-quality, effective applications.
- Nurturing relationships with funders
- Work with the Events Team to put together relevant events for fundraising opportunities.
- Work with marketing to develop the fundraising area of the website and fundraising pack to attract new funders.
- Lead fundraising communication to ensure donors are kept up to date and engage new audiences.
- Represent the Trust at relevant meetings and events
- Prepare applications for corporate funding opportunities
- Undertake any other duties that may be reasonably requested.



## General

In addition to the specific duties above, all RGHT employees should be aware of their responsibilities towards the following:

1. To work as part of a small team and contribute to the overall aims and objectives of the Trust.
2. To champion and promote the values and behaviours set out in the Competency Framework and act as an ambassador for the Trust.
3. Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role and to improve performance against the Competency Framework.
4. To work flexibly in response to changing organisational needs and be willing to undertake any other duty in line with the level of the job as may be required the Trust.

To operate in accordance with RGHT's values, policies and procedures, including but not limited to, Health and Safety, Data Protection, Equality and Diversity and Child Protection.

***This is a description of the job as it is presently constituted. It is the practice of Greenwich Heritage to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are required to reflect the organisation's needs. This will be conducted in consultation with you. It is Greenwich Heritage's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.***

***Dated: June 2024***



## Person Specification

Criteria	Essential or Desirable
At least two years' experience in fundraising	Essential
Track record in achieving income through grants	Essential
Knowledge of grants and experience of writing bids	Essential
Working to deadlines	Essential
Excellent numeracy and budgeting skills	Essential
An organised, efficient person, with excellent inter-personal skills.	Essential
Ability to deal with a wide range of people.	Essential
Good written and language skills, with a keen eye for detail	Essential
Ability to be flexible and support the team, as required.	Essential
Willingness and ability to work outside normal office hours	Desirable
Interest in the heritage sector	Desirable