

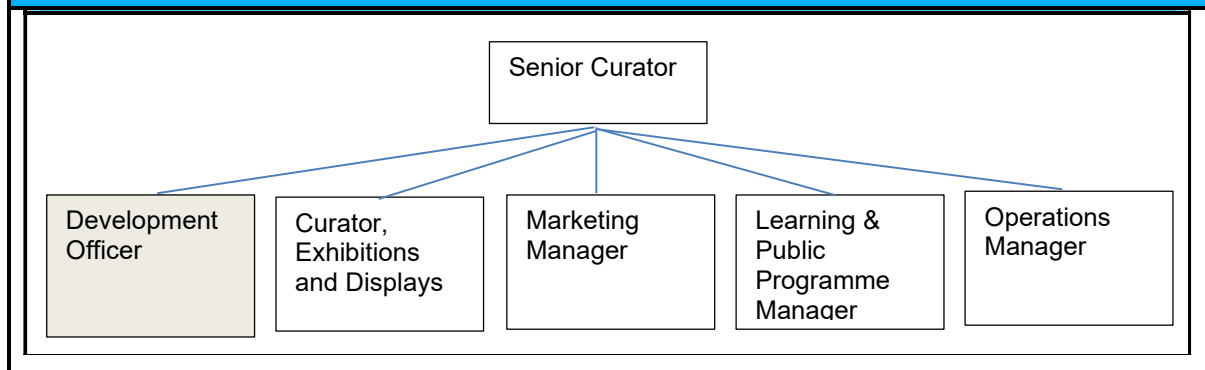
JOB DESCRIPTION

Job title	Development Officer
Directorate	Communities & Cultural Services
Service	Cultural Services
Team	Museums
Grade	F

DBS Check Required	Standard
Justification for DBS	Regulated Activity with Children
Politically Restricted	No

Responsible to:	Senior Curator
Employees directly supervised (if applicable):	None

Organisational structure chart *(job titles only, no employee names)*



1. JOB PURPOSE:

- Secure significant external funding to support the delivery, development and long-term sustainability of Leighton House and Sambourne House.
- Research, develop and secure income from trusts, foundations, individual donors and commercial sponsors through the preparation of high-quality funding applications, proposals and cases for support.
- Build, manage and strengthen relationships with existing and prospective supporters, ensuring effective stewardship and long-term engagement to maximise fundraising opportunities.
- Monitor, report on and ensure accountability for all fundraising activity and income, supporting the successful delivery of museum projects, programmes and priorities.

2. DESCRIPTION OF DUTIES:

1. Engage with the Friends of Leighton House (as a registered charity) to coordinate fundraising activity.

Trusts and Foundations

2. Research trusts and foundations, nationally and internationally whose purposes are relevant to the museums and their activities in order to match effectively museum projects and potential supporters.
3. Write and submit tailored applications in consultation with relevant museum team members, addressing grant-making priorities or requirements as specified by individual trusts and foundations ensuring the most compelling case for support is made.
4. Compile all financial information required to support applications, including project budgets and staff costs. Monitor income against target across all applications to ensure that anticipated funding is in place and projects proceed as anticipated.
5. Manage the relationship with all grant-giving organisations, ensuring support given and is credited as required, including evaluation reports, financial reports and completing drawdown documentation as required to ensure there is full accountability and a positive ongoing relationship is maintained with the organisation.

Private Philanthropy

6. Manage relationships with all existing donors through regular communication and ensure engagement is maintained, so that they receive ongoing involvement and support.
7. Maintain and update fundraising and donor-related content on museum digital platforms and associated CMS systems.

8. Administer and monitor donation and payment platforms including JustGiving, CAF, Stripe and related systems to ensure accurate processing and recording of donations.
9. Produce donor-facing fundraising materials, presentations and campaign communications using approved design tools.
10. Present fundraising proposals, sponsorship opportunities and cases for support to donors, sponsors, grant funders and stakeholder groups.
11. Work with the Chair of the Friends of Leighton House and Senior Curator to research and develop relationships with potential donors, establishing a strategic and prioritised plan for cultivation of support to increase the funding base for the museums.
12. Develop and deliver regular cultivation events at the museums for existing and potential donors (e.g. private tours, drinks receptions, dinners etc) coordinating all details, guest lists and follow-ups, to create the best possible circumstances for engaging new supporters and retaining existing donors.
13. Be responsible for the delivery of the annual museum fixtures of the 'Golden Hours' dinner at Leighton House and the annual summer Garden Party, managing arrangements, guest lists and programmes to extend support and engagement with the museums and their activities.
14. Manage the museums' database of supporters and donors, ensuring this is maintained in line with GDPR and developed to allow for effective engagement and management of the support base.
15. Ensure all private donations are acknowledged as required, any conditions are met and outcomes of support are communicated to donors to ensure an ongoing positive relationship.
16. Where appropriate, propose and deliver public crowd-funding appeals and campaigns in respect of specific objectives such as acquisitions, conservation work and exhibitions to raise awareness, widen support and engage new donors with the museums.

Commercial Sponsorship

17. Identify and approach corporate prospects in respect of appropriate projects (e.g. exhibitions, learning programmes etc). Determine levels of interest and create appropriate packages that reflect different amounts of support.
18. Devise compelling sponsorship proposals in collaboration with marketing and other colleagues, making the case for support and setting out benefits that will be given in return.

19. Manage the relationship with any commercial sponsor, tracking income and report on this, ensuring expectations are met, reporting outcomes and impact of support are built in so strong and trusted relationship with sponsors are maintained.

Other

20. Be responsible for monitoring, tracking and reporting on all fundraised income both donated directly to the museum and via the Friends of Leighton House as the supporting charity, ensuring all funds are accounted for and transferred into the museums budgets as required.

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Conditions to Note:

The person specification outlines the essential requirements the post holder or applicant must meet to fulfil the role and the duties outlined.

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Resilience:

We encourage staff to assist the council during a significant emergency response which will focus on meeting the needs of residents. This may necessitate staff involvement, and in exceptional circumstances, could involve redeployment to support the emergency response.

Informed by our learning from the Grenfell tragedy, senior managers (Head of Service and higher) are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours

The Royal Borough of Kensington and Chelsea have identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications/Training/Certificates Whilst formal qualifications are not strictly necessary, candidates must be able to demonstrate the skills and experience required to perform the role.
C	Skills, knowledge and experience - Strong experience of fundraising, including securing income from trusts, foundations, individual donors and corporate sponsors. - Experience of researching, preparing and submitting grant applications and funding proposals. - Knowledge of the charity, fundraising and philanthropic giving sectors.

	• Experience of identifying, cultivating and managing relationships with donors, sponsors, trusts, foundations and other external stakeholders. • Experience of developing corporate partnerships and securing commercial sponsorship. • Experience of producing fundraising communications and presentations using design software such as Canva. • Excellent research and analytical skills, with the ability to identify funding opportunities and align them with organisational priorities. • Experience of organising and delivering events, including supporter cultivation and fundraising events. • Excellent written communication and presentation skills, with the ability to produce compelling funding applications, sponsorship proposals, reports and donor communications. • Experience of compiling financial information for funding applications and monitoring, analysing and reporting on income and expenditure. • Good working knowledge of Microsoft Excel for budgeting, financial monitoring and reporting. • Experience of using CRM and supporter database systems to manage donor records, relationships and engagement activity. • Knowledge of GDPR requirements and their application to supporter and donor data management. • Ability to manage multiple projects and funding deadlines simultaneously whilst maintaining a high level of accuracy and attention to detail.
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OUR VALUES AND BEHAVIOURS

Our values and behaviours underpin everything we do.

They guide our interactions with residents, businesses, visitors, partners and each other.

They are also a measure of how well we've done.

Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input

E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible, and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.