



JOB DESCRIPTION

Job Title:	Philanthropy Manager
Division:	Development
Department:	Philanthropy Team
Salary:	£27,000 - £34,000 per annum
Reporting to:	Senior Philanthropy Manager

Background

The Victoria and Albert Museum's Development Department has a vacancy for a diligent and motivated Philanthropy Manager with demonstrable experience in a similar role. The ideal candidate will be an enterprising, highly organised and outstanding interpersonal communicator with excellent written ability, attention to detail and a strong strategic outlook. The post-holder will have a proven track record of fundraising from individuals and possess the knowledge and confidence to liaise with senior colleagues including curators, prospects, donors and senior volunteers.

Purpose of job

Situated within the Philanthropy team, the post-holder will support the strategic priorities of the Development Department by identifying, cultivating and stewarding major gifts towards the V&A's acquisitions, public programme and capital fundraising activities. Working closely with the curatorial team, Development colleagues and senior volunteers, the post-holder will work with donors to maximise voluntary income in support of the Museum's collections and capital activities.

Main tasks

Strategic Planning and Delivery

1. Create compelling cases for support for the V&A's collections, exhibitions and capital campaigns, collaborating with relevant colleagues and forming targeted communications plans and materials that represent the V&A's mission.
2. Create and deliver briefings relating to collections and capital projects for senior volunteers, senior members of the Development Department and Directorate in collaboration with the Research Team.

Prospect Cultivation and Stewardship

3. Take an active role in prospecting and prospect management in collaboration with the Philanthropy team and the curatorial teams.
4. Lead the stewardship of a portfolio of major donors and ensure that they are managed and recognised in a dynamic, appropriate and systemised manner.
5. Make informed, well-targeted approaches to prospective donors, coordinating the involvement of V&A staff and senior volunteers.
6. Nurture relationships with donors and identify individuals' ability to increase their giving in line with their interests and the V&A's strategic and budget-relieving projects.
7. Capture and record all donor intelligence on the CRM database and use constructively to ensure committed regular giving, year-on-year growth and further support of the Museum's collections and capital activities.

8. Develop positive relationships with donors, ensuring efficient and prompt communication to deliver outstanding stewardship that meets the needs of discerning and knowledgeable individuals.
9. Generate considered and engaging reports and proposals for donors and prospects to illustrate the impact of their support and as a cultivation tool for additional and future giving.
10. Ensure the dynamic delivery of high-level events, programmes, visits and trips (both national and international) that dovetail with the strategic development of donors and the wider collecting and capital activities of the Museum.
11. Attend other V&A events as a representative of the Museum, working out of normal office hours as necessary

Finance and Administration

12. Manage income and expenditure budgets, producing reports as required in consultation with the Head of Philanthropy and the Development Operations Team.
13. Take responsibility for accurate and thorough record-keeping, maintaining up-to-date donor records, both electronic and hard copy, where required.
14. Manage and implement the V&A's policy for acknowledging donors, ensuring that supporters are credited for gifts in all relevant galleries, speeches, print materials, web and/or filmed works.

Other Responsibilities:

15. Take an active interest in the V&A's collections and exhibitions, as well as current affairs that relate to arts, culture and the department's fundraising interests more generally.
16. Support other areas of the Development Department's fundraising, giving general assistance where required.
17. Work within Departmental guidelines on computer security, record-keeping, data protection and GDPR.
18. Be committed to health and safety and ensure familiarity with all the Museum's health and safety policies and procedures.
19. Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you always wear a security pass when on museum premises.
20. Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.
21. Carry out ad hoc duties as requested by appropriate managers within your department.

PERSON SPECIFICATION

Essential requirements

1. Experience using Raiser's Edge or a similar CRM database.
2. Significant and proven experience in a similar role within a non-profit and/or corporate environment.
3. Experience of providing high quality, accurate written work to a variety of audiences, including senior volunteers and colleagues.

4. Excellent interpersonal communication skills with a track record of proactively building sound working relationships with all levels of internal and external stakeholders.
5. Ability to sift through large volumes of information quickly, identifying key points and summarising concisely.
6. Ability to think laterally, see multiple relationships and identify links and networks.
7. A highly motivated and proactive attitude with ability to set priorities, problem-solve and work independently, managing competing demands and strict deadlines.
8. Project management experience with ability to contribute and shape strategy.
9. Ability to work calmly under pressure, to manage a variable workload with a willingness to work occasional irregular hours at events and breakfast viewings.
10. Comfortable in managing and building relationships with senior and influential figures.
11. Presentable, professional and appropriately attired when engaging in V&A business.
12. Discretion with data management and when dealing with confidential information.
13. Confident with Microsoft Office package, with the ability to create professional documents for donors, trustees, senior staff and volunteers.
14. An interest in major gift fundraising, global philanthropy, associated trends and an understanding and commitment to the case for support for arts and culture.

Desirable requirements

1. Experience working on major gift fundraising campaigns and with committees.
2. Experience using Adobe InDesign, Photoshop and/or a similar package.
3. A good understanding of the principles of the Data Protection Act (1998) and how it affects prospect research and experience of managing and recording information in a methodical and sensitive manner.
4. Knowledge of tax-effective giving, Gift Aid, and VAT related to fundraising.
5. Knowledge of research resources and techniques relevant to fundraising.

OTHER INFORMATION

Hours/Salary:

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role will be £27,000 - £34,000 per annum. Salaries are reviewed on an annual basis.

Annual leave:

28 days plus 8 days public holidays

Pension benefits:

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

Other benefits:

Non-contributory life assurance policy (to value of 4 x annual salary)

An interest free season ticket or bicycle loan is available after completion of your probationary period.

Free entrance to all the major museums and exhibitions in London as well as many others.

Subsidised staff restaurant

Discounts on purchases in V&A shops

Application process:

Please apply online via the V&A's website at www.vam.ac.uk/jobs

We are committed to promoting equality, diversity and inclusion through all our employment policies and practices. For this role, we particularly welcome applicants from those who are significantly underrepresented at the V&A such as men and individuals from black and minority ethnic communities, who meet the requirements of the person specification.

If you are having technical difficulties applying online, please use the online chat functionality which can be found on the bottom right hand side of the form. Alternatively, you can contact **Vacancy Filler** directly on **01509 236434**, and quote the role reference number and your application number (if known). Please note, Vacancy Filler are contactable, Monday – Friday between 9.00am – 5.00pm.

If you have any queries regarding the role and/or the V&A's recruitment process, you can email us – contacthr@vam.ac.uk or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

Closing date for receipt of applications is 6 January 2020 at 9am.

Interview expenses will not be paid unless there is a prior agreement.