



# SIR JOHN SOANE'S MUSEUM LONDON

13 LINCOLN'S INN FIELDS  
LONDON WC2A 3BP

TELEPHONE: +44 (0) 20 7405 2107  
EMAIL: [admin@soane.org.uk](mailto:admin@soane.org.uk) [www.soane.org](http://www.soane.org)  
REG CHARITY NO: 313609

## **Development Manager – Trusts, Foundations and Major Donors**

**Salary: £30,000 – 34,500 depending on experience**

**Reporting to: Director of Development**

### **Background**

Sir John Soane's Museum is the home of the great Regency architect Sir John Soane (1753 – 1837), and it displays his collection of antiquities, furniture, models and paintings arranged as they were at the time of his death. In addition, the Museum preserves his collection of over 30,000 architectural drawings and a fine library of over 7,000 volumes. It has been described as the world's 'supreme example of the house-museum' and remains an iconic inspiration for architects, artists and designers as well as art historians.

As a national museum, the Soane is committed to being a source of knowledge and inspiration. Through its unique context of being the former home of a great architect, collector and educator, the museum aims to stimulate the world's highest standards of creativity, research and learning.

The Soane's Development Team is small (3.5 FTE including the Director of Development). It is responsible for creating, building and maintaining relationships with all the Museum's friends and supporters, and for all the Museum's restricted and unrestricted fundraising. The Team works very closely with the Digital Communications Manager and produces the Annual Review.

This is an important role within the Museum's successful Development Office, and is focussed on raising funds from trusts, foundations, major donors (and to a lesser extent corporate sponsors and members), alongside the relationship management, report and proposal writing, and events management tasks detailed in this job description.

### **Role Profile**

This is a rewarding opportunity for someone committed to supporting the Museum in meeting its fundraising objectives, by leading on applications to trusts, foundations and major donors, ensuring donors are stewarded appropriately, and managing development-led events.

This is a 'hands-on' role requiring good fundraising and organisational skills. The Development Manager will be highly adaptable and able to juggle competing priorities and tight schedules.



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As an important member of the Team, responsibilities include the following:

## **Trusts, Foundations and Major Donors**

- Manage relationships with trusts and foundations – as well as major donors and to a lesser extent corporate members / sponsors – and thereby support the Museum's strategic objectives
- Identify and monitor trust and foundation opportunities and deadlines
- Research relevant information and prepare funding proposals and update reports
- Working with the Director of Development, curatorial colleagues, conservators and programme teams, research and prepare proposals and other applications
- Fulfil reporting requirements. This will include preparing reports, compiling payment claims, setting up regular meetings and acting as project monitor for all grant funded programmes
- Undertake proactive, responsive and accurate research on prospects and potential sources of funding for the Soane
- Ensure all donations comply with our due diligence procedures

## **Stewardship**

- With the Director of Development and the Patrons Manager, deliver effective stewardship by ensuring all donors are acknowledged and thanked appropriately in a way that maximises their future goodwill
- Using the department's CRM system, Salesforce, manage and store relevant information on supporters and prospects, ensuring records are maintained accurately and are GDPR-compliant
- Handle confidential and sensitive information
- Work with colleagues to monitor and account for payments received
- Work with the Director of Development to manage the relationship with the Museum's corporate sponsors and members
- Work with the Director of Development to produce tailored proposals, reports, funding agreements and presentations for donors, as required

## **Events**

- Manage the Museum's main private views – approximately three per year – ensuring invitations are produced and timelines adhered to, relevant colleagues across the museum (and particularly in the curatorial, conservation and front-of-house teams) are fully briefed
- Produce invitations for Development-led events, manage guest lists and RSVPs, draft event briefing notes, oversee catering, (on site and off site) venue hire, etc.
- Ensure guest lists are up-to-date and accurate

## **Other**

- The Development Manager will be expected to assist in various other areas of Development-related work, as required, and as directed by the Director of Development. These are likely to include:
  - Ensure the CRM database is populated with relevant financial and donor-information
  - Work with the Digital Communications Manager to develop opportunities for on-line donations and additional donations from visitors
  - Work between the Development Team and the Finance Team to compile information as per auditing requirements
  - Help manage the Artist in Residence programme, and act as a point of contact for resident artists



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- Undertake any other duties that may reasonably be requested and appropriate to the role

## PERSON SPECIFICATION

### Essential Criteria:

- At least one year's experience in a similar role
- Excellent written and oral communication skills, and attention to detail
- The ability to cultivate effective working relationships with a wide range of individuals and organisations at events and one-on-one
- Demonstrable ability to plan, prioritise and manage several projects
- Strong events management skills
- Good administrative skills and experience of using CRM databases
- A warm and friendly manner with the ability to work effectively as part of a team. The post holder will be proactive and able to work autonomously - using initiative to achieve objectives and solve problems in a collaborative manner
- Resourceful, self-motivated and resilient
- An interest in museums, art, history or architecture

### Desirable Criteria:

- Experience working with trusts, foundations, major donors as well as corporate members / sponsors
- Knowledge of the Sir John Soane's Museum and its collection

### Hours of Work:

- Monday – Friday, 9.30am-5.30pm, with occasional weekend and evening work
- Hybrid Working Policy allows for 1-2 days working from home (and flexible start and finish times) after the completion of the probationary period

### Benefits:

- Civil Service pension scheme
- Season Ticket loan
- Annual Leave: 26.5 days plus bank holidays and Christmas Eve

### How to apply:

- Applications in writing with a full CV and a supporting letter, together with the names and addresses of two referees, should be sent by email to [recruitment@soane.org.uk](mailto:recruitment@soane.org.uk)
- The closing date is Sunday 2 February 2025. Interviews will be held at The Museum on Thursday 13 February 2025.

The Museum is an Equal Opportunities Employer, committed to equality, diversity and inclusion and welcomes applicants from all backgrounds.

Sir John Soane's Museum is a Non-Departmental Public Body (NDPB) whose prime sponsor is the Department for Culture, Media and Sport (DCMS).