**Job description**

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| **Job title:** | Grants and Sponsorship Fundraising Manager | | |
| **Department:** | Fundraising and Communications | **Contract:** | Permanent |
| **Reporting To:** | Head of Fundraising and Communications | **Hours per week:** | 37 |

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| **1. Job purpose**  To develop and drive YMT Grants and Sponsorship Strategy, contributing to YMT Fundraising Strategy. To manage and co-ordinate a portfolio of statutory, trusts and foundations and corporate supporters, cultivating strong and long-lasting partnerships and achieving financial targets. The role is also responsible for representing York Museums Trust and ensuring its continuing status as a National Portfolio Organisation, building and nurturing relationships with the key stakeholders. |

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| **2. Dimensions**  **Line management**  Fundraising Support Officer  **Budget**  Manages budgets up to £50k  **Role Impact**   * Portfolio Management - write, manage and submit grant applications for YMT in relation to Trusts, Foundations and Statutory Funding and Corporate and Payroll giving, raising ca £1.5M per year in addition to stewarding existing donors * Stakeholder Engagement and Support - engage with key external (including ACE, NLHF, LEP) and internal stakeholders to achieve strategic objectives; identify new funding opportunities through research and networking * Risk Management and Reporting – sharing expert knowledge of data protection and other relevant legislation; administration – records updated, regular reporting on activities |

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| **3. Principal accountabilities**  **Core Responsibilities**  To develop and implement a Fundraising Strategy focusing on Corporate, Statutory and Trusts and Foundations fundraising. To develop and implement a Fundraising Ethics policy. To develop YMT due diligence and gift acceptance policy and process.  Ensure new funding opportunities are identified through research and networking, including by representing York Museums Trust at networking events (e.g. the Chamber of Commerce).  To work collaboratively with colleagues to develop strong proposals and a set of compelling cases for support. Work closely and coordinate with Project Leads, particularly the curatorial, communications and finance teams, to build targets, develop and submit funding applications to raise funds for specific activities.  To work collaboratively with the Individual Giving and Major Gifts Fundraising Manager alongside colleagues to develop strong proposals and compelling ‘Cases for Support’ which articulate priority work with identified timescales and budgets.  Deliver against annual objectives and project-based targets, ensuring that all funding reporting schedules (internal and external) are submitted to relevant stakeholders in time and with the requirements needed.  To keep up to date with charity law and fundraising practice, ensuring that fundraising undertaken by YMT is done so legally, safely, ethically and respectfully. Use professional expertise to provide advice, guidance and training on fundraising to colleagues to support effective and efficient fundraising across YMT.  To have overall responsibility for the CRM system. Ensure that all communication with existing and potential supporters is documented and accurately recorded on the CRM system and compliant with the relevant data protection regulations providing up to date financial information and excellent stewardship.  **Relationship Management**  Manage and coordinate fundraising events, ensuring relationships with supporters maintain the highest standard of supporter engagement and care as part of a positive and successful supporter journey.  Maintain and update supporter engagement activity on the CRM system to ensure excellent stewardship that is compliant with the relevant data protection legislation.  Cultivate excellent relationships, including planning and managing events, with current and prospective funders to ensure their long-term support.  Support the Senior Leadership Team with all applications for Capital Development and Statutory Funding  Enhance and sustain excellent relationships with key stakeholders, including the Friends of York Art Gallery and the Yorkshire Philosophical Society.  **CPD**  Maintain a good awareness of sector trends and ensure up-to-date knowledge of best practice and emerging opportunities in fundraising.  Ensure an active CPD programme is maintained personally and for the team.  **Other duties**  To work across teams in a collaborative manner and to proactively engage with colleagues on projects and initiatives as needed.  Promote and develop equality and diversity in line with YMT Equality Statement.  Other duties may be required from time to time which are consistent with the grading of this post. |

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| **4. Key performance measures**  Support trusts applications to achieve a 1 in 4 success rate.  Develop and account manage a portfolio of up to 100 relevant trusts, foundations and corporates.  Raise ca £1.5M per year from Trusts, Corporate and Statutory sources.  Ensuring expenditure budgets are adhered to |

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| **5. Knowledge, skills, experience and behaviours**  **Knowledge**   * Educated to degree level or equivalent relevant professional experience with excellent knowledge of the subject (Diploma in Fundraising is preferred) * Excellent knowledge of legislation relating to charities and tax efficient giving relating to corporates * A full member (MInstF) of the Institute of Fundraising * Robust working knowledge of data protection legislation * Robust knowledge and understanding of fundraising, including legal implications and risk management, in the heritage and cultural sector   **Skills**   * Excellent interpersonal skills and the ability to communicate appropriately with a wide variety of people including senior contacts and supporters, both written and verbally , as well as proven ability to “make the ask” * Ability to build and sustain effective relationships, engage with and influence a wide range of people internally and externally * Good negotiation skills * Ability to work across teams in a collaborative manner * Strong organisational skills and the ability to manage multiple deadlines and associated pressure demands * Demonstrable creative and analytical skills for evaluating fundraising opportunities * Problem solving and planning skills * High standards of presentation * Experienced at using MS Office packages as well as CRM systems * Meticulous attention to detail and accuracy, particularly when inputting data * YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:   + Digital recording – e.g. photography, sound, video   + Social networking – e.g. twitter, Facebook   **Experience**   * Previous significant experience in a fundraising role and of working in a target driven environment * Demonstrable experience in relationship management * Demonstrable experience in submitting applications and achieving significant grants for a charity (above £1M), as well as in corporate fundraising (over 60K) * Proven success in budget management, reporting and tracking performance * Experience of line management   **Behaviours**   * Demonstrates enthusiasm for fundraising, heritage and the work of YMT * Uses discretion in working with confidential information * Works flexibly and as part of a team * Commitment to equality and diversity and an understanding of how this commitment applies to this role * Willingness and ability to adapt to new trends and technology * Committed to Continuous Professional Development for self and colleagues * Commitment to and advocacy of equality, diversity, inclusion and anti-racism and understanding how these apply to the role |

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| **6. Key relationships**  Senior Leadership Team  Individual Giving and Major Gifts Fundraising Manager  Wider Management Team  Senior Curators  Curatorial teams  Finance Team  Communications Team  Trustees  External contacts and stakeholders at grant-making trusts, e.g. National Lottery Heritage Fund, Arts Council England, Local Enterprise Partnerships, Corporates |

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| **7. Organisation chart** |

**Terms and conditions of service**

Job Title

Grants and Sponsorship Fundraising Manager

Reporting line

This post reports to the Head of Fundraising and Communications

Salary

The salary range for the post is £30,956 - £37,530 (YMT Scale Points 32-39)

Probationary period

Appointments are subject to the successful completion of a six-month probationary period.

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by the Trust.

Annual leave

The annual leave entitlement is 25 days per annum, increasing by five days after five years continuous service with the Trust, plus public holidays.

Pension

The Trust belongs to the Local Government Pension Scheme and all new employees are enrolled. It is possible to opt out of the pension using forms available at [www.nypf.org.uk](http://www.nypf.org.uk).

Hours of work

The hours of work are 37 hours per week, worked over five days.

Period of notice

The period of written notice required for you to terminate this post is two months. The Trust will give you two months’ notice.