



Events and Membership Manager, World Monuments Fund Britain

Do you have a passion for heritage and people? Have you experience in working in the charitable sector?

Maternity Leave Contract for 9 months, starting ideally in mid to late September 2020

London: £30,000 (with the potential for more for an exceptional candidate)

World Monuments Fund Britain (WMFB) is seeking a qualified professional for the role of Events & Membership Manager to contribute towards the mission of our charity: to champion and conserve extraordinary heritage in Britain and across the globe.

Working to the Executive Director, this individual will be responsible for providing management support for the charity. This includes preparation of communications (e-newsletters), coordination of events and the maintenance of supporter database.

The successful candidate will be an excellent communicator in verbal, written, and presentation forms. They will have good interpersonal skills to work collaboratively with colleagues here in the UK and WMF's projects, development and communications teams in New York, to support a busy year-round calendar of projects and activities.

Major areas of responsibility and related tasks include:

Communication

- Draft and send regular e-newsletters (once a month). Manage the mailings lists, adhering to GDPR regulations.
- Update and create WMFB webpages as needed
- Keep the WMF Communications Team (based in New York) informed of press worthy content from projects and activities led by the UK office for social media and press coverage.
- Respond to requests from the media and support the WMF Communications team as needed.

Events

- Work with Executive Director to devise, plan and implement events specifically related to WMFB's project work, for example the annual Mellon Lecture. Both webinars and in-person events.
- Support the Development Manager when needed with fundraising events, bespoke tours and arranging access to sites for major donors.



Membership

- Maintain and help to grow the WMFB supporter database through Raisers Edge, processing renewals, sending receipts and notes of thanks, and updating gift and contact details.
- Ensure supporters get access to events, giving opportunities and are regularly updated on projects and activities via the e-newsletter, emails and letters.

Projects

- Provide support to the Executive Director with project reporting and grant applications when necessary.
- Provide support and guidance to project partners with events and communications.

Admin and finance

- Assist the Executive Director and Development Manager when required with, for example planning meetings, arranging travel and responding to enquiries
- Work with the Executive Director to prepare for Board Meetings by ensuring Board members have the correct papers, meeting locations are arranged and video conferencing is set up. Write up meeting minutes following the meeting.
- Work with all our suppliers to ensure a good service is consistently given. Review terms of service when necessary. Contact suppliers when issues arise.
- Ensure the office environment is adequate for everyone's needs. Ensure technology is working and order stationary/equipment as needed.
- Provide financial support to Executive Director and Financial Advisor with for example budget planning, drawdowns and booking keeping/reconciliation enquires.
- Be the first point of contact for telephone and online enquiries, ensuring they are responded to in a timely manner.

This is a varied role which requires a flexible person who can think on their feet and set their own priorities. The list of tasks above reflects the majority of the ongoing tasks. The post holder will be regularly called upon to lead or support on ad-hoc tasks or provide support to other team members when needed.

Some national and occasional international travel will be necessary.

JOB SPECIFICATION

EDUCATION AND EXPERIENCE



- Degree in a relevant subject (Art History, History, Archaeology, English, or International Affairs etc)
- 3+ years' experience in charity administration, preferably in an organisation with a heritage/arts/cultural focus
- A good working knowledge of the charitable sector- social, cultural or environmental, but other relevant backgrounds will be considered on their own merit.
- Experience of writing, designing, and sending e-newsletters, managing membership programmes and maintaining databases.
- Experience of updating and creating content for websites
- Experience of running events (for example, lectures and tours)
- Experience of working flexibly within a team

SKILLS

- Excellent communication skills, both oral and written.
- Excellent interpersonal skills (including the ability to work well with staff at all organisational levels)
- Ability to work in a team. WMFB is a small team, therefore flexibility is key to working successfully for all staff. The post-holder must be able to pitch in and apply transferrable skills as well as having that nature fundraising instinct
- Highly organised and detail oriented with a demonstrated ability to manage multiple priorities and projects, and meet deadlines in a fast-paced environment. An ability to co-ordinate activities of varying complexity.
- Results oriented: target and deadline driven
- Good computer skills including proficiency in Microsoft Office Suite. Experience of Raisers Edge
- Demonstrable knowledge and interest in the heritage sector
- Willingness to travel: Our work takes us across Britain, and occasionally much further afield. Occasional long travel days and weekend working should be expected.



A LITTLE ABOUT WMF BRITAIN

World Monuments Fund [WMF] was founded in 1965. WMF Britain [WMFB] was established in 1995 as an independent affiliate office of WMF. We are a British charity, registered with the Charities Commission, but since 2008 is also a Limited Company owned by WMF's New York HQ. Our mission here in the UK is to advocate, raise funds for, and manage conservation and restoration projects, both in Britain and abroad in areas relevant to British history or cultural influence. We also support WMF's greater remit and generate funds to be passed to WMF projects globally.

We're a small team, working out of shared offices in Farringdon, London and comprising an Executive Director and an Events and Membership Manager, supported by Project staff and volunteers as and when needed.

WMF launched the biennial Watch programme in 1996: this global call to arms for endangered sites has been the major platform for WMF engagement to date; The 2020 Watch was announced earlier this year (<https://www.wmf.org/watch>)

Our current projects include:

- Bennerley Viaduct, Nottinghamshire (2020 Watch)
- Moseley Road Baths, Birmingham (2016 Watch)
- Strata Florida Abbey, Ceredigion, Wales
- Castle Howard, North Yorkshire

And our current international projects include:

- Syrian refugee stonemasonry training programme, Tripoli, Lebanon
- Building conservation capacity in Taiz, Yemen
- With several others in development

Throughout 2021 we will be working with our colleagues in New York to identify the next selection of Watch sites for 2022, both here in the UK and across the world.



HOW TO APPLY

Please submit a covering letter outlining why you are the right person for the role and CV with all the usual supporting detail to sarah@wmf.org.uk, or deliver it to World Monuments Fund Britain, 70 Cowcross Street, London EC1M 6EJ. In your letter don't forget to tell us whether you are looking for a part-time or full-time role, as fitting your skills and experience.

Closing date is the 17th August 2020, with interviews taking place virtually on 1st September. Ideally, we are looking for a candidate who is able to commence work in September 2020.

World Monuments Fund Britain is an equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.