



## **Development Manager, World Monuments Fund Britain**

**Do you have a passion for heritage and people?**

**London: £35,000**

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

Working alongside the Executive Director, this individual will be responsible for building the Charity's individual major gifts and institutional giving programmes, and for working with the Events & Membership Manager to plan and coordinate events to attract, inspire and retain those supporters.

This staff member will have significant responsibilities for the management and stewardship of our existing program and a focus on creating relationships with new donors through proactive prospecting and soliciting new annual and transformational gifts to realise WMFB's strategic vision. This individual will be responsible for building the charity's foundation and corporate portfolios including researching, writing and submitting proposals, acknowledgements, and reports to both existing and new funders.

The successful candidate will be an entrepreneurial, energetic, goal-oriented development leader with demonstrated experience in running comprehensive individual giving campaigns. 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 abroad to create and support a busy year-round schedule. This individual will advise and set strategy for best practices in development, data management, and planned giving. The Development Manager will spend a majority of time in direct interaction with donors, both in and out of the office, helping donors fulfill their passions and interests through their giving to WMF/B as well as travel to international destinations, assessing next steps for increased engagement

Major areas of responsibility and related tasks include:

- Manage a portfolio of donors and prospects
- Create individual goals for each person in the portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential and interests
- Create a comprehensive plan for each donor/prospect in the portfolio and execute that plan so that individual donors are retained and upgraded
- Directly solicit major and planned gifts, and partner with senior and program staff on donor engagement opportunities



- Provide support to senior staff in preparation for solicitation or stewardship opportunities, including concise briefing materials in advance of meetings.
- Qualify new prospects for assignment to the campaign portfolio. Work with the appropriate staff to secure project information and use this information to develop materials directed at individual donors/prospects, such as highly personalised proposals that are in line with donor interests and programmatic priorities, stewardship reports that detail progress made as a result of a particular gift
- Develop opportunities for Corporate Membership
- Design and execute special cultivation and stewardship opportunities, such as small events for select donors/ prospects in the portfolio
- Ensure donors receive timely and accurate acknowledgements and reports
- Track all steps in process in database
- Work collaboratively with WMF/B staff to gather materials such as images and program plans in support of proposals and funder updates
- Write compelling proposals, reports and correspondence in support of WMF/B's strategic priorities
- Work with WMFB and WMF's Board members to identify prospects and opportunities for proactive development
- Liaise with the New York development team on a regular basis
- Other responsibilities as assigned

#### REPORTS TO

- Executive Director
- Attends the WMFB Board to participate in development items and reports formally to it once a year

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#### **JOB SPECIFICATION**

##### EDUCATION AND EXPERIENCE

- Degree in a relevant subject (Art History, History, Archaeology, English, or International Affairs etc)
- 5+ years experience in fundraising, direct solicitations, and prospect research



- A successful track record as part of a relationship management and fundraising team
- A good working knowledge of the charitable sector- social, cultural or environmental, but other relevant backgrounds will be considered on their own merit.
- Previous experience of running bespoke and exclusive fundraising events.
- A track record in achieving corporate support (desirable)
- Experience of compiling and submitting successful applications to trusts and foundations. (desirable)

## SKILLS

- Excellent communication and solicitation skills, both oral and written. You will be able to speak on your feet and write beautifully. Excellent interpersonal skills, both written and oral, and able to liaise confidently and diplomatically both internally and externally at all levels
- Excellent interpersonal skills (including the ability to work well with staff at all organisational levels)
- Ability and desire to travel internationally.
- Highly organized 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, including campaigns and fundraising events.
- Results oriented: target and deadline driven
- Excellent 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.

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## **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:

- Stowe House Buckinghamshire, £10M Watch-listed project
- Newstead Abbey (2012 Watch)
- Moseley Road Baths, Birmingham (2016 Watch)
- Blackpool's Piers (2018 Watch)
- Strata Florida Abbey, Ceredigion, Wales

### **And our current international projects** include:

- Syrian refugee stonemasonry training programme, Mafraq, Jordan
- Amedi city masterplanning, Amedi, Iraqi Kurdistan
- Building conservation capacity in Taiz, Yemen
- Restoring Government House, Antigua & Barbuda

Throughout 2019 we will be working with our colleagues in New York to identify the next selection of Watch sites for 2020, both here in the UK and across the world.

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## 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 [john@wmf.org.uk](mailto:john@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 31<sup>th</sup> January, with interviews taking place in February.

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