



WORLD MONUMENTS FUND

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03 July 2020

Dear Candidate,

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

If you are inspired by historic buildings and ancient monuments, have a passion for art and culture and are able to enthuse others, then you might be the right person for this permanent role with World Monuments Fund Britain. We are looking for a Fundraising & Development Manager. Someone with the right mix of experience and enthusiasm who will work with the Executive Director and WMFBs Trustees to bring on board new supporters to the world of cultural heritage and conservation. And, with their help, we will be able to protect, restore and tell the story of extraordinary heritage here in the UK and across the world.

The role requires a special combination of people-skills, creativity and organisation, and it's important that we get it right, so we're throwing the net wide. We are reviewing applications on a weekly basis until the closing date of 3rd August 2020. If you are interested in applying 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, or deliver it to World Monuments Fund Britain, 70 Cowcross Street, London EC1M 6EJ by the closing date. 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.

If you would like to have a conversation about the role, then please contact me at the email address above to arrange a time to talk.

Yours sincerely

John Darlington,
Executive Director



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Fundraising & Development Manager, World Monuments Fund Britain

Do you have a passion for heritage and people?

London: £35,000 (with the potential for more for an exceptional candidate)

World Monuments Fund Britain (WMFB) is seeking a qualified professional for the role of Fundraising & Development 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 building the Charity's individual major gifts and institutional giving programmes, and for working with the Projects & Operations Manager to plan and coordinate events to attract, inspire and retain those supporters.

This staff member will be responsible for the management and stewardship of our existing program with a focus on identifying new donors through proactive prospecting and soliciting new annual and transformational gifts and stewarding those donors with the goal to realise WMFB's strategic vision. In particular, the staff member will work to help recruit UK members of WMF's International Council, a group of international supporters for the organization who participate in events and travel. This individual will also 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 WMF's Development team in New York, to create and support a busy year-round calendar of prospecting and fundraising events. The Fundraising & 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, developing strategies for increased engagement

Major areas of responsibility and related tasks include:

- Manage and cultivate existing major donors
 - Create strategy and 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
 - 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.
- Develop a pipeline of new prospects
 - Identify and research new prospects, working with the WMFB Board, WMF in New York and others
 - 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
- Create events and content to retain current supporters and new prospects
 - Design and execute special cultivation and stewardship opportunities, such as small events for select donors/ prospects in the portfolio
 - Work with the Projects & Operations Manager to prepare events and content for our general supporters
- Manage WMFBs systems, processes and reporting on donors an supporters
 - Manage the WMFB membership programme
 - 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
- Explore opportunities for Corporate Membership and Legacies
- Work closely with WMF's Vice President of Development & Partnerships and the rest of the New York development team to coordinate solicitations, develop best practices, and align materials
- 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

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.
- Experience of running bespoke and exclusive fundraising events.
- Experience of working flexibly within a team
- Experience of working with networks and in developing them
- 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 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, including campaigns and fundraising events.
- 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



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- 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 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 3rd August 2020, with interviews taking place in early September.

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.