Job Description

JOB TITLE	:	Development Officer
GRADE	:	9
POST NO	:	3596
SERVICE	:	Economy
UNIT	:	Museums
REPORTS TO	:	Museums Manager
RESPONSIBILE FOR	:	Customer Relations Assistant; Volunteers
LIAISON WITH	:	Other members of Museum staff; external organisations; members of the public.

PURPOSE OF JOB

To lead on fundraising initiatives that support the sustainability of RAMM's services by securing funding from individuals, groups, organisations, trusts, foundations and the public. To work with Museum staff to initiate, maintain and develop exceptional stakeholder relationships.

The role will also require the proactive identification of prospective funders across all potential income streams and will work independently and with colleagues on projects, campaigns and applications, including proposals, letter writing, presentations and reporting.

MAIN ACTIVITIES

1. Conduct a fundraising audit, reviewing at periodic intervals.
2. Develop and implement a long term fundraising strategy.
3. Develop and implement plans for generation of grant income from trusts, foundations and public sources; one off and regular individual giving; major gift fundraising, legacies; communitty fundraising; events; corporate fundraising. Prioritise these in conjunction with the Museums Manager and report on progress.
4. Monitor, evaluate agreed work and income targets.

5. Monitor, enhance and sustain relationships with RAMM supporters (agencies, external organisations included).
6. Work with key museum staff to research and develop long term relationships and produce appropriate approaches to prospective supporters including preparing ancilliary materials.
7. Lead and support the development of the team by sharing expertise and best practice in this area of work.
8. Maintain a good awareness of funding streams through maintiaining a good up to date knowledge of the sector trends, best practice and emerging opportunities.
9. Work closely with RAMM's Development Appeal Trust and trustees.
10. Liaise with Friends of Exeter Museum & Art Gallery to co-ordinate activity and support their develiopment as appropriate.
11. Create and manage fundraising resources. Manage data and research to support fundraising. Produce reports as required. Liaise closely with audience development team around communication.
12. Act where necessary as a professional representative of RAMM and Exeter City Council.
13. Whan appropriate supervise the work of volunteers in your area.
14. Attend RAMM events (public and internal events) to steward and/or cultivate relationships with current and potential funding organisations. This will include on occasion, evening and weekend work.
15. Any other duties commensurate with the role.

DATE LAST UPDATED: