Logo, company name

Description automatically generated

|  |  |
| --- | --- |
| Role: | Philanthropy & Partnerships Manager |
| Reporting to: | Senior Philanthropy & Partnerships Manager |
| Purpose of job: | To work as a key part of the Philanthropy and Partnerships Team, line managed by the Senior Philanthropy and Partnerships Manager, and accountable to the Museum’s Director. This role will bring in vital income from trusts, foundations, corporate partners and individuals to deliver the business plan.  This role has responsibility for achieving income targets by collaborating across all departments to understand and translate fundable and core activities into compelling cases for support. |
| Working pattern: | 35 hours per week, usually worked from 10 – 6pm. Flexible/hybrid working offered for up 40% of hours to be worked from home. |
| Contract: | Permanent |
| Salary: | c£36,000-38,000 depending on experience |

# About the Foundling Museum

‘A seaman, a composer and a painter, and the moving story of the charity they started 270 years ago. It is a recipe of art and care, which still looks after kids today. Coram, Handel, Hogarth, what’s not to love?’ - Grayson Perry CBE, Foundling Museum Trustee

The Foundling Museum tells the compelling story of Thomas Coram’s Hospital for foundlings, the UK’s first ever children’s charity, now named Coram, and its first public art gallery, now the Foundling Museum.

Inspired by three great 18th-century activists - Thomas Coram, William Hogarth and George Frideric Handel - our mission is to inspire change and transform lives through the power of the arts. We believe in creative action that brings past and present together, to stimulate imaginations and enrich lives.

# Examples of our work include:

* Art projects which explore how our historic story of care still resonates today by addressing stigma and supporting mental health. We do this by working in a connected way, establishing collaborations with local health and community partners.
* ‘Tracing Our Tales’, our flagship training programme for care-experienced young people which was named Learning Programme of the Year at the 2022 Museums and Heritage Awards. Supported by our Learning Team, trainees learn art or creative writing skills in weekly sessions led by dynamic artists and poets, to build a creative portfolio.
* Exhibitions, collections and displays, ranging from tiny, touching identifying tokens left by mothers with their babies, to composer George Frideric Handel’s will. Around the Museum, you’ll find works of art by contemporary artists like Yinka Shonibare CBE RA, Tracey Emin and Michael Craig-Martin, as well as 18th-century artists William Hogarth, Thomas Gainsborough and Joshua Reynolds.

A drawing of a child

Description automatically generated with medium confidenceImages: Quentin Blake, from *Children with Birds and Dogs*, 2019 donated by the artist and Yinka Shonibare CBE RA,

A statue of a person playing a trumpet

Description automatically generated with low confidence*Trumpet Boy*, 2010 shown as part of Cornelia Parker’s exhibition *FOUND* in 2016 and acquired with support from Art Fund, the ACE/V&A Collection Purchase Grant and individual supporters. © The artists.

A picture containing coin

Description automatically generated

Tokens left by mothers with their babies at the Foundling Hospital in the 18th century, as a means of identification © Foundling Museum

We have ambitious plans to increase our local, national, and international profile. As a charity the Museum has a strong and developed network of active supporters amongst individuals, trusts and foundations, an engaged Chair and Board of Trustees and Vice Presidents.

We are agile and entrepreneurial in our approach to philanthropy and partnerships and have established several successful and innovative income generation strands. The Museum benefits from the advice and support including an Investment Committee and a separate Trading Company, which donates its profits annually to the Museum.

As an independent charity, the Museum is entering a dynamic new chapter. We recently completed our first year of Arts Council England NPO funding, which supports our ambitions to further expand our impact and to diversify the audiences that we reach. Our award-winning creative programmes for young care leavers continue to grow, along with our free artist-led workshops for local children in London and beyond, and our acclaimed contemporary exhibitions and events are hugely enjoyed by audiences. Yet we still have much we want to do. Building on the Museum’s strong values and inspiring achievements, we are embarking on a bold five-year strategy focused on arts and social impact for 2024-2030.

# Philanthropy & Partnerships

In Autumn 2023, Foundling Museum delivered a successful, ambitious capital campaign to secure its future through various supporters, from individuals, major supporters and trusts/foundations.

The Philanthropy team is responsible for the funding revenue needs of the Museum, which for 2024-25 is c£800,000, making up approximately 36% of total income.

The post of Philanthropy and Partnerships Manager will deliver against personal targets toward this goal. Remaining income includes Arts Council England National Portfolio funding, NLHF funding, core earned income (admissions) and trading activities (retail and venue hire).

The Philanthropy and Partnerships team collaborates closely with the Director, Chair of Trustees and Development Consultants and across all departments to understand and translate fundable and core activities into compelling cases for support. Across a year the team raises vital income for exhibitions, learning and participation activities, events, capital projects, an established endowment fund and unrestricted revenue income.

# Who we are looking for

You will be our ideal candidate if you are a high performing and target driven person, who enjoys working in a fast-paced and rewarding environment. You will have a track record of securing grants, gifts and donations from individuals, trusts, foundations or corporate supporters. You will have a solid understanding of the principles of successful relationship stewardships, across a diverse group of donors, funders, patrons and partners.

You will be responsible for contributing to and implementing the Museum’s Philanthropy and Partnerships Strategy, in consultation with the Senior Philanthropy and Partnerships Manager and Directors, which will maximise income from individuals, corporate supporters and grant-giving organisations.

You will be confident working both independently or collaboratively, as required, to meet ambitious targets, often within tight timeframes. You will be responsible for researching and identifying suitable supporters and trusts and foundations, for which you will produce high-quality proposals and applications, liaising with colleagues to collate information and supporting documentation as required.

You will have excellent written and organisational skills; be able to juggle multiple priorities and work across diverse departments; and manage relations with a range of supporters and funding bodies, including timely submission of reports.

This is an excellent opportunity for a person with experience in one of the specified areas of fundraising, such as trusts and foundations, individuals or in corporate support, who is looking to expand their experience across the full range of philanthropic and partnerships activity.

# Key objectives in first 6 months

* Established position as a trusted and valued colleague within the Museum team
* Contributed towards a new philanthropic strategy for building income from established and new supporters, including corporate supporters, trusts and foundations and statutory sources, and made demonstrable progress in raising revenue in line with this
* Successfully managed existing relationships with funders including stewardship of supporters, grants and reporting as required
* Submitted new funding applications and researched and developed new prospects for funding and securing actual income to an agreed target
* Worked productively and positively with committees, senior volunteers and consultants to have established personal credibility with the key influencers in these groups

**Key Responsibilities**

# Supporter Identification, Communication and Cultivation

* Identify, research and develop a pipeline of trusts and foundations prospects, ensuring that relationships are well managed and planned for first, second and third requests for funding, as appropriate.
* Identify, research and approach corporate partnership prospects to support agreed priorities such as exhibitions and programmes
* Work closely with colleagues in Events, Commercial and Communications to promote corporate sponsorship packages, including working on communications and campaigns that encourage uptake and renewal
* Crafting compelling and engaging letters, proposals and applications to potential and existing supporters
* Collate social impact statistics and create an internal bank of resources that communicate our work articulately and passionately
* Reporting to funders by working with consultants and colleagues to write well-crafted and timely reports, highlighting the difference that a supporter's contribution has made, with accurate financial data and spend against projects, to draw down grants as required
* Ensure that supporters are contracted and acknowledged appropriately; including personally, on website, on site and/or in printed materials as appropriate, and ensure all agreed benefits are delivered
* Maintain and create accurate records on submissions, outcomes and correspondence using the Museum CRM system
* Working closely with the Finance team to monitor payment terms and dates
* Provide monthly updates on progress against targets to the Senior Philanthropy and Partnerships Manager, including planned proposals and income forecast, pledged and paid.
* Contribute toward updates to quarterly Board reports, including actual income achieved in relation to revenue targets
* Work closely with colleagues in Visitor Engagement & Communications to promote Foundling Friends scheme, onsite donations and to create communications that encourage renewal and engagement

# Organisational Culture & Infrastructure

* Contribute to a successful philanthropic/fundraising income generation plan that enables the delivery of the Museum’s ambitious business plan
* Work collaboratively with the Philanthropy and Partnerships team, consultants and colleagues across the organisation to ensure that the work of the Philanthropy and Partnerships team is fully integrated and supports the delivery of Museum’s overall objectives and business plan
* Support the all the Museum’s philanthropic activities including cultivation events and stakeholder management
* Represent the Museum at internal and external networking opportunities, developing existing and new supporter relationships
* Work successfully to achieve the Philanthropy and Partnerships team’s fundraising targets as well as personal revenue targets, showing growth in activity and results

**Person specification**

Essential

* Proven ability to manage and cultivate a list of active and significant supporters
* Experience of writing funding proposals, bids and applications with a track record of success
* Demonstrable excellent written and verbal communication skills and ability to write high quality successful proposals, applications and reports
* Strong attention to detail and financial literacy
* Experience of managing supporter journeys with an insight into why people give to arts and culture
* Demonstrable evidence of meeting targets and working in a target driven environment
* Knowledge of GDPR compliance, due diligence processes, UK tax laws and Gift Aid
* Exceptional influencing, negotiation and diplomacy skills
* Ability to think and operate strategically and provide flexible solutions
* Able to deliver to demanding deadlines and with a hands-on approach
* Excellent IT skills including CRM databases, Microsoft 365 and SharePoint
* Ability to self-motivate, work as part of a small team, and support colleagues, even under pressure
* A commitment to excellence and professionalism
* Appreciation of and support for the aims, values and ethos of The Foundling Museum

Desirable

* Experience of fundraising via trusts, foundations, corporate philanthropy or individual giving schemes
* Experience of working with senior volunteer boards
* Experience of designing and managing digital fundraising campaigns

**Benefits**

* 25 days annual leave per year (pro rata) + bank holidays (pro rata)
* You will be eligible to join a group contributory pension scheme (3 months after your start date)
* Discount from the Foundling Museum Shop and local partner businesses
* Access to season ticket , rental deposit and cycle to work scheme loans (3 months from your start date)
* Free access to partner museums
* Free access to our fully funded Employee Assistance Programme for wellbeing – WISDOM
* Training support from our on line learning platform

**Interview timetable & how to apply**

**Closing date:** Thursday 23 May 2024 at 10am

**First interview date:** Thursday5th June 2024

**Second interview date for shortlisted candidates:** Thursday 12th June 2024 TBC

To apply please follow this [link](https://hr.breathehr.com/v/philanthropy-partnerships-manager-35366) to our application portal where you will be asked to upload:

* A comprehensive CV\* giving details of relevant achievements in recent posts, as well as any relevant education and professional qualifications that are appropriate to the post
* A covering letter\* that clearly states why you are interested in this post. Please also tell us what makes you a good fit for the role, for example, giving evidence of your ability to match the criteria outlined in the Person Specification
* Details of your notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you, and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission)
* Telephone numbers (preferably daytime and evening/mobile), which will be used with discretion

\*Please get in touch if you would prefer to send your CV and cover letter via video application