



Job Description - Fundraising Development Manager

Job Title:	Fundraising Development Manager
Department:	Business Development, Group Communications and Fundraising
Salary:	£35,000 to £40,000 per annum (depending on experience)
Hours:	37.5 hours per week, 5 days per week (Flexible days of work between Monday to Friday). Flexibility with working hours will be required.
Location:	Mortimer Wheeler House, London, N1 7ED. Occasional travel will be required for visits to clients and for events.
Responsible to:	Director of Business Development, Group Communications and Fundraising
Responsible for:	Co-ordination and supervision of interns, volunteers and other colleagues on specific fundraising projects, as required.
Overall Job Purpose:	<p>Working closely with the Director of Group Communications, Business Development and Fundraising; manage and develop all aspects of fundraising at MOLA.</p> <p>The post holder will be responsible for bringing in circa £1.8 million (over the next 3 years) of funding and support from a variety of fundraising disciplines for MOLA's Research and Engagement programme. Responsibilities include: writing cases for support and funding applications, stakeholder and supporter cultivation and delivery of small fundraising events.</p> <p>Working with the Director, the postholder will also develop and implement a strategy to bring in new income streams</p>
Key Result areas:	<ul style="list-style-type: none"> • Deliver MOLA's day to day Fundraising function including: <ul style="list-style-type: none"> - Prospecting and research for MOLA's supporter networks; Patrons and Ambassadors, trusts and foundations and supporting partners. - Liaise with internal teams regarding their funding needs, gathering content for cases of support and evaluation reports for funders - Write applications and cases of support to trusts and foundations and proposals to corporate organisations - Complete evaluation reports for trusts and foundations and supporting partners in line with their reporting structure - Cultivation, development and growth of our supporter networks Patrons and Ambassador Programme, Supporting Partners, Trusts and Foundations - Write internal reports and presentations on fundraising progress for senior management, the Research and Engagement committee and the Board <p>Manage and develop the Archaeology Ambassador and Patrons Programme</p>

	<p>https://www.mola.org.uk/support-us/ways-help/archaeology-ambassadors</p> <ul style="list-style-type: none"> - Prospect for and oversee invitations to new Ambassadors - Give support to the cultivation and development of relationships with all Ambassadors - Ensure that all Ambassador marketing materials and communication plans are up to date including; Ambassador newsletters, and other news mail-shots as required - Oversee annual donations acceptance and reminders to donors - Give support to create, manage and deliver event logistics for Ambassador and Patrons events (3-4 small events per year) including; guest lists, invitations, budgets. <ul style="list-style-type: none"> • Fundraising event development, management and delivery. Including: <ul style="list-style-type: none"> Manage overall logistics for three to four small events per year including; - Appoint and liaise with appropriate venues and suppliers - Oversee the creation of communications materials, i.e. invitations, presentations - Manage event budgets and event follow up <ul style="list-style-type: none"> • General administration for Fundraising including: <ul style="list-style-type: none"> - Maintaining auditable budget and donations records with the Finance team, writing external and internal reports presentations and letters - Support communications with the website management for the MOLA website Support Us pages keeping information current and relevant and manage the support@mola inbox - Maintain and update donors and contacts records on Union Square (central CRM) - Support for the quarterly Research & Engagement committee with provision of fundraising progress reports <ul style="list-style-type: none"> • Fundraising compliance <ul style="list-style-type: none"> - Ensure MOLA's fundraising activities are compliant with the fundraising regulatory environment - Ensure we handle donor and personal data in accordance with GDPR
<p>Special Circumstances:</p>	<p>The role requires some flexibility with regard to working hours, including the need to work the occasional evening together with the need to occasionally travel outside of the London area.</p>

This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. Post holders will be required to carry out such other work as is required by MOLA as long as this is reasonable and commensurate with the nature of the post held.



Person Specification - Fundraising Development Manager

Essential	Assess. Method	Desirable	Assess. Method
Qualifications			
Educated to (relevant) degree level or equivalent experience	AF/I	Professional membership of the Institute of Fundraising and / or a strong familiarity with the IoF codes of practice	AF/I
Experience & Knowledge			
Experience in producing excellent and successful five to six figure written fundraising applications and developing new and existing fundraising disciplines and supporter networks	AF/I	Experience of managing Gift Aid and other financial records	AF/I
Experience of working successfully in a fundraising, client-facing team	AF/I	Interest in Archaeology and/or Arts and Heritage	AF/I
Experience in budget preparation and monitoring reporting and presentations	AF/I	Experience of maintaining client databases (e.g. USQ) CRM)	AF/I
Extensive experience and familiarity with Microsoft Office including PPT, Word and Excel	AF/I/ T	Digital fundraising experience	AF/I
Experience of organising a range of small events	AF/I	Knowledge of community or events fundraising	AF/I
Skills/Abilities/Competencies			
Demonstrated interest and an excellent aptitude for fundraising	AF/I/ T	Strategic approach to fundraising and marketing activity development	AF/I
A personable, professional, self-confident and diplomatic demeanour with outstanding written and spoken English communication skills, able to show careful attention to detail to all written applications and reports	AF/I/ T	Strong interpersonal and networking skills	AF/I
Outstanding organisational abilities, with an aptitude for planning ahead, prioritising effectively and able to cope with competing demands	AF/I		
Experience of being a point of contact for external stakeholders	AF/I		

Assessment Method key: AF: Application form, I: Interview, T: Test