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## Role Profile

Head of Development (Maternity Cover)  
1-year contract beginning end June 2019  
Terms and conditions by agreement

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<b>Accountable to:</b>	Director
<b>Supervises:</b>	Development Administrator
<b>Key relationships:</b>	Board of Trustees and Development Committee
<b>Location:</b>	Strawberry Hill House & Garden

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## JOB SUMMARY

The Strawberry Hill Trust was formed in 2002 to restore Strawberry Hill House & Garden and open it to a wider public. Originally created between 1747 and 1790 by Horace Walpole as 'his little gothic castle', this building is internationally famous as one of the first and most influential examples of the gothic revival in domestic architecture. With generous support from the Heritage Lottery Fund, The World Monuments Fund, English Heritage, the local community and several Trusts and Foundations £10 million was raised and the majority of the restoration was accomplished. The house was re-opened to the public in October 2010 and in 2011 won the Georgian Group Award for the best restoration of an 18<sup>th</sup> century Country House and the Europa Nostra Grand Prix Award for conservation in 2013. The full restoration, including the smaller rooms, was finally completed in Spring 2015.

In 1842 the contents of Walpole's home were dispersed all over the world in a famous 24-day 'sale of the century'. The recent highly acclaimed *Lost Treasures of Strawberry Hill, Masterpieces from Horace Walpole's Collection* exhibition re-united Walpole's villa and its contents for the first time in 170 years - providing a 'once in a lifetime' opportunity to experience the House as Walpole intended it to be seen.

For the exhibition, Strawberry Hill House researched, found and displayed around 150 'lost' objects from important national collections including The National Portrait Gallery, the V&A, Ashmolean Museum, Dulwich Picture Gallery and The National Gallery, as well as those of a number of private collectors. It was produced in association with the Lewis Walpole Library at Yale University and with support from major sponsor J. Stern & Co, a number of corporate sponsors, individual donors and Trusts & Foundations.

Strawberry Hill House & Garden is currently seeking a Head of Development (Maternity Cover) to execute the Fundraising Strategy 2019-2024. Following the major fundraising successes of the capital project and *Lost Treasures* the Head of Development will sell a newly launched Patrons' Scheme to past supporters and new prospects, as well as fundraising for an exciting exhibition on the influential women who lived at Strawberry Hill over the decades, which will take place during 2020/2021.

## **Areas of responsibility:**

### **Patrons' Scheme**

A new Patrons' Scheme is being launched on the back of the success of individual giving to the exhibition. A prospect list of past givers and local prospecting research by The Philanthropy Company has been collated and the role of the new Head of Development will be to sell the Patrons' Scheme to this target network.

### **Development Committee**

A newly established high-level Development Committee has been set up with a clear agenda to raise £10 million for the endowment. The Head of Development will coordinate and manage this committee providing information and support as required to help the group meet this ambitious target.

### **The Ladies Exhibition**

A major exhibition is being planned for October 2020 – February 2021. A number of funders have pledged their support and a pipeline has been created. The role of the Head of Development will be to secure the remaining funds to ensure the exhibition can go ahead.

### **Membership**

Our lower-level giving programme is managed by a part-time Development Administrator and it will be the role of the Head of Development to oversee this scheme, ensure annual targets are met and line manage this post as well as liaising and communicating with our voluntary supporter group, the Friends Committee.

### **Legacy Programme**

The Legacy Programme is managed by a dedicated volunteer and the Head of Development will oversee this programme and help the volunteer to communicate it effectively across Strawberry Hill's platforms.

### **Fundraising General**

Opportunities to raise funds for specific projects including our education and outreach work, our facsimile programme or conferences and events may arise throughout the year and need to be assessed to see if they are worth pursuing. Fundraising events opportunities also arise throughout the year and should be assessed as to whether they are appropriate and cost effective.

### **Fundraising Marketing**

Working with the Marketing Manager, the Head of Development will plan a communications strategy to ensure the above fundraising streams are maximised and communicated effectively.

## **Promotion**

Raise awareness and promote the work of Strawberry Hill Trust, including positive promotion of the work of colleagues at Strawberry Hill House and the other allied partner properties.

## **General**

The post-holder shall:

Observe at all times the principles of Customer Care as defined by The Director for Strawberry Hill Trust.

Ensure that all activities and arrangements comply with Health and Safety Regulations and Policies.

Adhere to the Trust's equal opportunities policies relating to both staff and the delivery of services to the public, ensuring equality of provision is maintained.

All staff are expected to observe Health and Safety at Work Regulations as set out by the Trust in accordance with its statutory obligations.

Ensure his/her work is in line with Trust policy at all times

### **Knowledge, Skills And Experience**

#### **You will:**

- be an experienced fundraiser with a proven track record of raising significant sums
- have over 5 years' experience in fundraising, preferably in an arts-based organisation
- be experienced in a diverse range of fundraising, including individual giving, business sponsorship and Trusts & Foundation grants
- have line-management experience
- be used to working in small teams and able to multi-task effectively

The post-holder should be able to engage and involve colleagues and partners, and maintain good working relationships with all property staff, volunteers and stakeholders.

*The information given about the role is illustrative and does not form any part of the contract of employment. The postholder may be required to undertake other relevant duties commensurate with their skills and experience.*

NSD/jobdesc/Generic

#### **Applications**

**If you are interested in this role please send your CV with a covering note, outlining your suitability to [Claire.Barlow@strawberryhillhouse.org.uk](mailto:Claire.Barlow@strawberryhillhouse.org.uk) by Monday 27 May.**

**Interviews will take place on Wednesday 29 / Thursday 30 May.**