

Fundraising – Trusts and Foundations Officer



Strawberry Hill House after restoration in October 2010

Background

Strawberry Hill House is a Grade 1 listed building set within a Grade II* listed landscape, created by Horace Walpole in the 18th century. The House is world-renowned for its unique architectural style and is one of the first (and few surviving) examples of domestic Gothic architecture. Having been extensively restored in 2010, the House is generally open to the public four days a week and historically, on average, welcomes circa 25,000 visitors per year.

Strawberry Hill House was built with extraordinary creative and artistic imagination. We aim to recapture that vibrant atmosphere and enthusiastic energy as we reinvigorate the House's creative spirit.

As an Accredited Museum, we are stewards of the House and garden together with a collection of paintings, miniatures, prints, books, works of decorative art and furniture. The House runs a learning programme, alongside which the income-generating activities of visitors, catering, retail, hires, exhibitions and programming activities.

Following the challenges encountered due to the Covid-19 pandemic, the priority for the organisation is to focus on the delivery of its business plan of which fundraising is an important component part. The fundraising target for 2025 is set at £150,000.

The Fundraising Officer will have proven experience in developing sustainable income streams and building relationships. Key areas of focus will be grant-making Trusts and Foundations, relationships with Arts Council England and the National Heritage Memorial Fund/Heritage Lottery Fund,



JOB DESCRIPTION

Job Title: Fundraising Trusts and Foundations Officer

Reports to: Director of Strawberry Hill House & Garden

Contractual terms: Part-time 2.5 days per week, one-year fixed term contract
Working hours usually Monday-Friday, with some evening and weekend working will be required.
Salary £16,500 (Full time equivalent £33,000)

Job Summary

We are looking for someone who is enthusiastic, resourceful and a good communicator with excellent writing skills - a competent individual who has the right experience and qualifications to manage applications for heritage funding to Trusts and Foundations. This role presents a fantastic opportunity for the post holder to make their mark, supported by the Director and Board, as well as working with the project's Steering group.

As a Trusts and Foundations Officer the successful candidate will have natural detective instincts with proven ability to seek out and secure funding. They will be able to write with flair and creativity and be able to make presentations with confidence.

Responsible for working with the Director and Finance and Contracts Manager to devise and deliver a robust stream of income to further the aims and objectives of the Trust by forging successful and long-term relationships with a diverse range of supporters.

Key tasks

- Working closely with the Director to identify priority areas for funding and to develop innovative and persuasive proposals aimed at extending the support of new partners
- Prepare and submit high quality funding proposals and budgets in line with funder guidelines
- Keep track of deadline and maintain accurate records, analysis and reporting of newly secured funds
- Work closely with both the Director, Finance Manager and wider team
- Undertaking administrative tasks for the NLHF Project .
- Build good working relations with the Project Board, SHH team and NLHF
- Thank funders promptly and ensure that regular progress reports and updates are received by supporters as and when required
- Meet and engage with supporters to inspire them with Strawberry Hill House's work and potential to create change – in person and virtually
- Ensure that the organisation's commitment to ethical funding is upheld and any potential reputational risks are identified and thoroughly assessed
- Research appropriate Trusts and Foundations relevant to the work and activities of Strawberry Hill Trust.
- Build and manage relationships, through cultivation, stewardship and with accurate, timely and engaging report writing.



Administration

- Maintain accurate financial and funder records
- Provide regular reports to the Director and support her work where needed
- Represent SHH at relevant forums, events and seminars – in person and virtually
- Willingness and ability to travel around London and possibly outside (occasionally outside of regular office hours) to meet supporters and colleagues

Person specification

As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider either as being essential or desirable in this role.

Essential Criteria

- Heritage and Charity sector experience with demonstrable success of managing relationships with trusts and foundations to secure six figure grants
- Excellent written and verbal communication skills with good copy writing and proof reading ability
- Exceptional interpersonal skills with the ability to connect with people from all walks of life, backgrounds and cultures
- Experience of creative proposal writing combined with the ability to demonstrate clear outcomes and impact
- Experience of preparing and presenting budgets and ability to interpret charitable financial accounts
- Experience of researching, identifying and engaging new prospects
- Proven ability to form good working relations, both internally and externally with people at all levels
- Highly organised and efficient at managing own time and workload with an ability to multi-task and work on own initiative to meet objectives and tight deadlines
- Excellent IT skills with a good working knowledge of MS Office programmes

Other Duties

- In collaboration with the Director and Head of Marketing develop effective ways to communicate to major supporters the positive impact to SHT of budget-relieving grants and donations.
- Undertake any other duties at the request of the Head of Marketing or Director which are commensurate with the role.



The Individual:

The individual will come with ideas, excitement and energy and be happy to roll up their sleeves as they join the Strawberry Hill team. An understanding arts, heritage and culture is desirable as is a passion for the work of Strawberry Hill Trust.

Person Specification:

<p>Education & Experience</p>	<ul style="list-style-type: none"> • Degree or equivalent • Experience working within a fundraising environment. • Demonstrable experience of devising and implementing fundraising strategies. • Experience of writing cases for support. • Strong financial acumen with budget management experience. • Experience of stewarding existing supporters, managing prospects and proactively recruiting new supporters.
<p>Skills & Knowledge</p>	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent IT and administration skills. • Highly numerate with good analytical skills. • Strong prioritisation and resource allocation skills. • Negotiating and influencing skills • Ability to build strong relationship both internally and externally • Good knowledge of the UK Arts/Heritage sector • Knowledge of GDPR and Gift Aid legislation in relation to fundraising practices would be an advantage. • Commitment to Equality, Diversity and Inclusion
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Highly organized and self motivated • Personal enthusiasm, energy, integrity, and professionalism. • A methodical approach and eye for detail • High levels of resilience and adaptability • Ability to work under pressure, meet deadlines and multitask • Outstanding interpersonal skills with an ability to interact with people from all backgrounds and ages with confidence, using tact and diplomacy.



HOW TO APPLY AND TIMETABLE

CV and Personal Statement

All applications should be sent electronically and consist of a CV and a supporting statement, outlining the suitability of the role as outlined by the person specification

The personal statement should set out how you meet the person specification. Please be clear and comprehensive in your supporting statement as this will be a key shortlisting document

Sending us Your Application

Please send your CV, personal statement and Recruitment Monitoring Form by email to applications@strawberryhillhouse.org.uk

Timetable

Closing date for applications: 30th October 2024

Interviews: 13th November 2024

