

## **Recruitment Information**



## **Development Manager (Revenue and Projects)**

## Development Manager (Revenue and Projects)

**£40,158 - £45,082 per annum plus membership of Civil Service pension scheme**

We are seeking a Development Manager to join our highly successful Development team to build on recent success and increase income from philanthropists, grant-giving trusts and foundations and the corporate sector. The Development Manager (Revenue and Projects) will secure income for an interesting and diverse portfolio of priority projects and programmes. Examples include our special exhibitions, conservation, research, learning and engagement programmes, and landmark acquisitions.

We expect that you will be able to demonstrate the strategic competencies required to undertake the duties associated with this post and that you have the necessary knowledge or experience needed to be successful. You will be able to demonstrate a proven track record in a relevant role within a fundraising environment. Extensive knowledge of fundraising theory and practice will be essential to meet challenging targets. You must have excellent interpersonal and communication skills, both written and verbal, and be able to negotiate successfully. You should have demonstrable experience of project managing fundraising activities and successful events and of managing your own prospects and budgets. Knowledge of Raiser's Edge or a similar relational database is important, as is the ability to achieve results by working with other people.

You are provided with a job description and person specification for further detail about the post. To apply visit [www.nms.ac.uk](http://www.nms.ac.uk). The closing date for completed applications is 29<sup>th</sup> August 2021 at midnight. Please state reference number NMS21/37. It is anticipated that the selection event will take place on either 23<sup>rd</sup> September or 5<sup>th</sup> October 2021 (tbc).

***Please note that CVs are not considered as part of applications and will not be forwarded to the shortlisting process.***

Find out more about [National Museums Scotland](http://www.nms.ac.uk) and our range of [employee benefits](#).

National Museums Scotland is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs at National Museums Scotland are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome candidates who think they have the required skills and can make a contribution in this key role.

## JOB DESCRIPTION

<b>POST TITLE:</b> Development Manager (Revenue and Projects)	
<b>DEPARTMENT:</b> External Relations	<b>SECTION:</b> Development
<b>REPORTING TO:</b> Head of Development	<b>RESPONSIBLE FOR:</b> n/a
<b>GRADE:</b> 2	<b>HOURS:</b> 37
<b>2. PURPOSE OF POST:</b> <ul style="list-style-type: none"> <li>To secure and increase income towards revenue programmes and other priority projects, enabling National Museums Scotland to fulfil its strategic objectives.</li> </ul>	
<b>KEY RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>Develop and implement a competitive strategy for revenue fundraising to increase income from the corporate sector, charitable trusts and other organisations.</li> <li>Lead fundraising approaches to companies, charitable trusts and other organisations for revenue fundraising.</li> <li>Lead fundraising for priority projects as required.</li> <li>To make and manage applications for grants from the National Lottery Heritage Fund or other lottery distributors and support project teams in doing so.</li> <li>Manage events required to achieve objectives.</li> <li>Maintain effective and appropriate stewardship of supporters.</li> <li>Work with Trustees, senior volunteers and colleagues to engage their personal practical support of fundraising.</li> <li>Manage staff reporting to the post-holder to achieve departmental objectives in line with HR policies and procedures.</li> <li>Manage budgets delegated to the post-holder ensuring proper financial control and best value, in line with policy and procedures.</li> <li>Support other fundraising activities as required.</li> <li>Commit to good health &amp; safety and access practice and ensure familiarity with National Museums' health &amp; safety and access policies, procedures and guidelines.</li> </ul>	

#### **4. EXPECTED OUTCOMES:**

- Meeting targets for revenue programmes and other priority projects.
- Strong relationships with a growing pool of prospects and donors, regularly reviewed, evaluated and effectively managed.
- An active and influential group of advocates of National Museums Scotland (Trustees, senior volunteers and other champions) who provide access to other prospective donors and help solicit their financial support.
- Cross-team working, engaging support from other departments, resulting in increased income from private sources.
- The further enhancement of our reputation and brand image, nationally and internationally.

#### **5. FACTS AND FIGURES:**

**Budget:** Expenditure budget responsibility on a project basis

**Staff Managed:** N/A

**Indirect Staff Managed:** None

**Other:**

- The Development team has eight permanent staff and two fixed term staff.
- Targets are agreed on a case by case basis.
- The post-holder will be expected to raise multiple 5, 6 and 7 figure donations from a list of 100+ prospective donors.

#### **6. THINKING SKILLS**

- Setting strategies and action plans
- Drive for results
- Project management skills – co-ordinating teams across the organisation to deliver agreed goals, programmes and events
- Planning and organising skills – setting and managing plans to deliver results at the right level and time, with effective use of financial, staff and volunteer resource
- Innovation and creativity – devising innovative approaches to fundraising proposals, setting National Museums Scotland apart from the competition and inspiring support from funders; balancing resources with the need to secure and retain long-term support from donors
- Critical judgement skills - assessing potential to give; developing targeted and compelling cases for support; prioritising prospects and matching them with aspects of our activities and plans to best deliver our goals

- Communication and interpersonal skills – initiating and building relationships with a wide range of donors; creating appropriate personal impact with high-level contacts
- Negotiating skills to secure optimum financial support in meetings with prospects
- Lateral thinking and vision to identify scope for links with high-value donors with no current connection to the organisation

## **7. COMMUNICATION AND CONTACT**

### **Internal:**

- Coordinating and advising senior staff, Trustees and Development Board, and working with them to shape individual fundraising approaches
- Leading project teams to devise and deliver fundraising proposals, ensuring an integrated approach across the organisation
- Engaging staff at all levels in a team approach to fundraising; securing commitment of time and resources from colleagues; involving and motivating staff to create and deliver compelling fundraising opportunities
- Managing the Development Officer's role and contribution to the Development team effort: agreeing an annual plan, monitoring progress, motivating, conducting appraisals and overseeing development
- Working with External Relations colleagues to develop the climate of support, integrated messages and materials for advocacy and funder recognition

### **External:**

- Negotiating major gifts and other support from a network of influential, philanthropic individuals, senior corporate representatives and other gatekeepers of funds (eg directors of charitable and family trusts)
- Initiating and continually developing positive personal and organisational relationships with companies, their advisors and other prospective supporters
- Representing the organisation externally amongst the business and peer community, supporters and donors, and, by communicating successes, positioning our Development team as sector leaders (eg at conferences, awards and in the trade media)

## **8. MOST CHALLENGING ASPECTS**

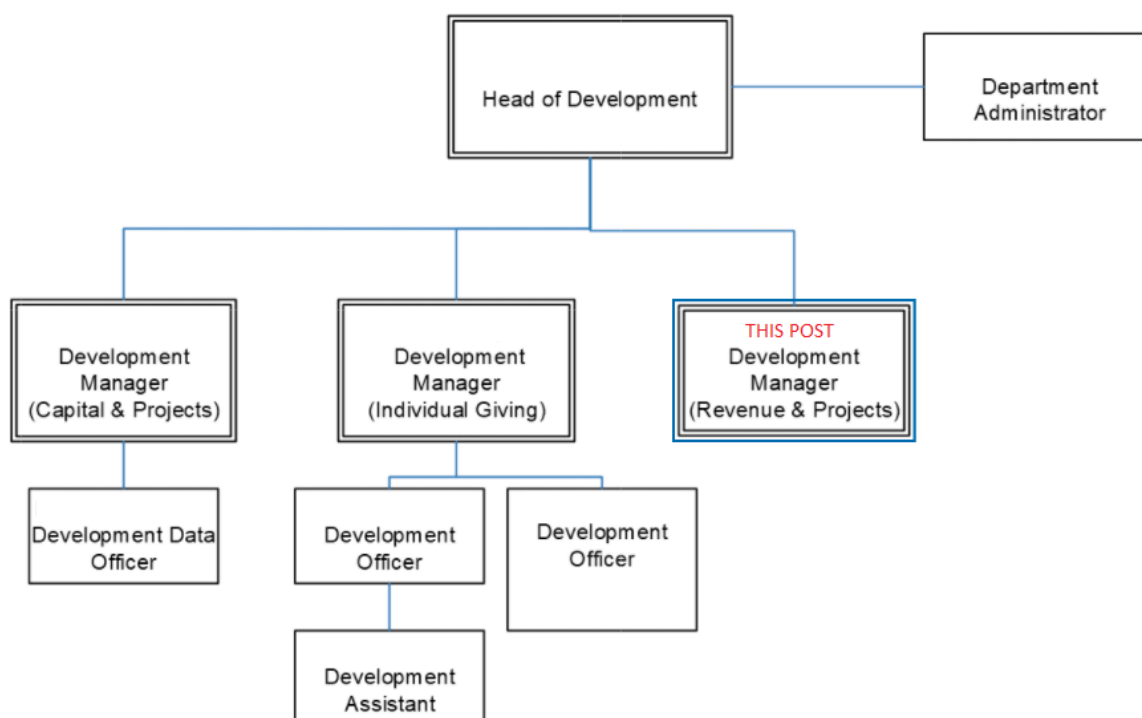
- Using available resources to maximise return on investment
- Maximising income for core revenue programmes
- Creativity in developing attractive proposals in a challenging and competitive business environment

- Securing the support of colleagues over whom there is no line authority (eg Trustees, Development Board, staff in other departments) but on whose collaboration success depends

## 9. OTHER REQUIREMENTS

- Availability to travel outside Edinburgh to meet prospective donors and supporters
- Attendance at events outside working hours, including evenings and occasional weekends

## 10. ORGANISATIONAL CHART







## PERSON SPECIFICATION

<b>Post Title:</b> Development Manager (Revenue and Projects)		
<b>Department:</b> Development	<b>Section:</b> Development	
<b>Directorate:</b> External Relations	<b>Grade:</b> 2	<b>Hours:</b> 37

<b>Knowledge</b>	<b>Essential or desirable</b>	<b>Evidence assessed by</b>
Extensive knowledge of fundraising theory and practice, including cultivation, solicitation and stewardship	Essential	Application/ interview
Knowledge of developing sponsorship proposals and managing the delivery of benefits packages	Essential	Application/ interview
Demonstrable ability to meet the necessary competencies at the level required for this role, gained through relevant experience and/or education.	Essential	Application/ interview
Knowledge of Raiser's Edge or similar relational database	Essential	Application/ interview
Knowledge of tax issues relating to philanthropy	Essential	Application/ interview
Knowledge of Data Protection legislation	Essential	Application/ interview
Institute of Fundraising certificate	Desirable	Certificate

<b>Skills</b>	<b>Essential or desirable</b>	<b>Evidence assessed by</b>
Excellent interpersonal and negotiation skills—ability to speak to senior business people and donors at a peer to peer level	Essential	Application/ interview
Advanced communication skills including written, verbal, ICT and presentation skills	Essential	Application/ interview
Case-load and project management skills to prioritise and manage fundraising activities	Essential	Application/ interview
Organisational and planning skills	Essential	Application/ interview



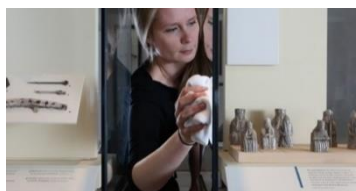
<b>Experience</b>	<b>Essential or desirable</b>	<b>Evidence assessed by</b>
Significant experience securing six figure gifts	Essential	Application
Developing and delivering successful fundraising strategies for projects or campaigns	Essential	Application/ interview
Development and promotion of successful corporate partnerships	Essential	Application/ interview
Writing and editing compelling and successful sponsorship and funding proposals	Essential	Application / Interview
Planning and running successful high-profile fundraising or corporate events	Essential	Application / Interview
Working with senior volunteers, such as trustees or campaign board members	Desirable	Application / Interview

National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in all six; these will be assessed from the Application Form, and, if you are invited to attend, at the Selection Event.

<b>Competency</b>	<b>Level</b>	<b>Detail</b>
<b>Building Relationships</b> Works effectively and professionally as part of their team and co-operates with others across the organisation; collaborates and networks externally for specific outcomes and projects; forms partnerships, nationally and internationally for mutual benefit.	3	<i>Develops, establishes and manages collaborations</i> <ul style="list-style-type: none"> <li>Helps others understand other National Museums Scotland roles and functions internally or externally.</li> <li>Helps makes connections for people, putting people in touch to facilitate cooperation and collaboration.</li> <li>Proactively manages the delivery and the expectations of internal and external senior stakeholders, in terms of responsibilities, outputs and outcomes.</li> <li>Understands conflicting outlooks and demonstrates a willingness to find common ground.</li> <li>Builds and maintains a strong external network and looks for opportunities for external collaboration and partnership.</li> </ul>
<b>Communicating &amp; Engaging</b> Uses communication and interpersonal skills flexibly across all channels of	4	<i>Inspires and communicates strategically</i> <ul style="list-style-type: none"> <li>Inspires others and creates momentum through effective communication.</li> <li>Cascades information effectively building trust, fostering integrity, and creating understanding.</li> <li>Gains real commitment and 'buy-in' from others</li> </ul>

communication, to engage, influence, persuade and negotiate ensuring a shared understanding and commitment to act.		<p>when undertaking new ventures.</p> <ul style="list-style-type: none"> <li>• Acts as a powerful advocate, comfortably communicating with and influencing senior external stakeholders across a broad range of issues.</li> <li>• Negotiates effectively on behalf of National Museums Scotland with senior stakeholders.</li> </ul>
<p><b>Focussing on your Customers</b></p> <p>Places the customer at the heart of what they do, engages, listens and responds to deliver exemplary service, creating an outstanding experience; supporting a culture of service excellence, both internally and externally.</p>	4	<p><i>Strategically develops our customer profile and services</i></p> <ul style="list-style-type: none"> <li>• Creates a culture where customer feedback is viewed as an essential source of data that influences decision making.</li> <li>• Focuses on customer development from a strategic perspective, identifying new markets and ways to reach these.</li> <li>• Sets the standard and demonstrates exemplary customer service, knowledge and behaviours adding value to services and delivery.</li> <li>• Understands the wider organisational and societal issues customers face and thinks about the consequences of any given decision.</li> <li>• Develops strategies and initiates projects that are consistent with customer priorities meeting the needs of our diverse customers.</li> </ul>
<p><b>Improving &amp; Innovating</b></p> <p>Builds personal, professional and organisational capability by keeping up-to-date, being creative, sharing ideas, taking risks, looking inside and out to continuously improve National Museums Scotland.</p>	3	<p><i>Facilitates organisational learning</i></p> <ul style="list-style-type: none"> <li>• Monitors the external environment for emerging trends and opportunities and shares this information.</li> <li>• Initiates changes which contribute to continuous improvement.</li> <li>• Constructively listens to all ideas and suggestions, feeding them in to planning processes and explains when this is not feasible.</li> <li>• Positively manages resistance and blocks to change and innovation through engaging with others.</li> <li>• Proactively manages the impact of innovation and change on staff and stakeholders.</li> </ul>
<p><b>Leading and Managing</b></p> <p>Sets direction and standards to drive individual, team and organisational performance by involving, supporting, developing and</p>	2	<p><i>Manages staff</i></p> <ul style="list-style-type: none"> <li>• Creates understanding and commitment to the department and organisational priorities and programming.</li> <li>• Adapts management style to suit the circumstances and diversity of our workforce.</li> <li>• Shares knowledge, expertise and best practice with others to help them develop and perform.</li> <li>• Cares about the needs of the team, listens to and</li> </ul>

enabling staff and others to effectively contribute to the present and the future of National Museums Scotland.		<p>acts on feedback.</p> <ul style="list-style-type: none"> <li>Challenges underperformance, clarifies expectations of good performance and stretches good performers.</li> </ul>
<p><b>Planning for Success</b></p> <p>Ensures effective delivery and completion by realistically planning and prioritising tasks and managing workload; develops and manages plans, programmes and projects, in consultation with stakeholders and within existing priorities, people resources and budgets.</p>	3	<p><i>Creates complex plans of action</i></p> <ul style="list-style-type: none"> <li>Plans complex activities effectively - sets milestones, collaborates with a range of stakeholders to ensure effective delivery and compliance.</li> <li>Sets parameters and measures to monitor the outcomes from plans and projects.</li> <li>Manages and maximises the use of budgets, people and resources to ensure deadlines, quality indicators and efficiency targets are met; and solutions developed.</li> <li>Ensures effective processes exist to deliver outcomes across the organisations.</li> <li>Knows when to stop analysing and make the best decision with uncertain or limited information.</li> </ul>



## General Information – Development Manager (Revenue and Projects)

### Salary

The salary range is £40,158 - £45,082 per annum. Salary on appointment will be subject to qualifications and experience and will normally be within the bottom quarter of the pay range. Pay, including pay progression, is reviewed in negotiation with the recognised trade unions, with an annual settlement date of 1 April.

Where an internal candidate successful applies for a post which is the same grade as their current post, they will transfer to the new post on the same salary with pay progression as normal.

### Hours

Normally a five-day week of 37 hours, excluding lunch breaks. Normal hours of attendance are Monday to Thursday 08:30 to 17:00, Friday 08:30 to 16:30. As an alternative, a flexible working system is in operation.

### Location

This post is based at National Museum of Scotland, Chambers Street with travel to other Museum sites as required.

### Duration of Appointment

This is a permanent post.

### Probation

New employees are on probation for a period of six months from date of appointment.

### Pre-employment Checks/Eligibility to Work in the UK

Any offer of employment will be made subject to:

- receipt of references which are satisfactory to National Museums Scotland and cover the full three-year period prior to the date of appointment.
- a Basic Disclosure Scotland check, the result of which must be satisfactory to National Museums Scotland. The cost will be refunded.
- completion of a health declaration form, which is satisfactory to National Museums Scotland.
- Receipt of documentation confirming eligibility to work in the UK.

Please note that this role does not qualify for sponsorship under the Skilled Worker Visa programme.

### Selection Process

We use competency based selection process. If you are invited to a selection event you will be asked to participate in activities that will enable us to assess your performance against our Competency Framework. Details of our competencies can be found in the Person Specification. The selection event will be held online.

