



## Development Coordinator

### JOB DESCRIPTION

**Post Title:** Development Coordinator  
**Salary:** Grade E **£20,660-£21,962**  
**Contract:** **Part time or Full-time**, Permanent  
**Reports To:** Head of Programme and Projects

### OVERALL PURPOSE

To support the income generation and financial sustainability of Tullie House with a focus on assisting with the development of applications to grants, trusts, foundations and sponsors

To proactively build and develop key stakeholder relationships and networks, delivering a high level of service and furthering the museum's status as a quality partner

Explore the possibility of developing new partnership opportunities with potential supporters and funders and contribute to capital development project bids to major funders.

To support the organisation in developing a fundraising and communications strategy to assist campaigns to promote charitable messaging.

### KEY RESPONSIBILITIES

1. Establish a fundraising and sponsorship database that provides an overview of potential fundraising and sponsorship opportunities and follow due diligence in ensuring the database is proactively maintained and kept up to date
2. Research, provide guidance and develop a good understanding on criteria outlined by potential funding bodies and schemes
3. Support the Director, Head of Programme and Projects and the Leadership Team to develop and deliver grant applications, including capital bids to major funders through the drafting of applications and proposals, communicating targets, strategic ambitions and project plans
4. Conduct preliminary research on companies, individuals, trusts and foundations that match the museum's aims and fundraising strategy
5. Support the Director, Head of Programme and Projects and Leadership Team to establish KPIs and targets for Grants and Partnerships and report on these as required

6. Support the Director and Head of Programme and Projects to cultivate and build strong relationships with potential stakeholders, partners and potential donors, e.g patrons and ambassadors; maintaining relationships through communications such as email, telephone, letters, meetings, presentations and networking events
7. Work with the Director, Head of Programme and Projects and Leadership Team to develop the fundraising strategy
8. Support the development of a communications strategy to promote charitable messaging and act as the advocate to ensure the strategy is maintained and adopted
9. Work with the Marketing Team to produce and distribute fundraising partnership literature, establishing campaigns and branding, identify digital and site-specific communication platforms and embed our charity messages across our marketing and publicity materials
10. Identify and deliver opportunities to generate income including those from museum assets such as exhibitions and object sponsorship etc. and raise awareness of TH at a local and national level
11. Work with the Events & Hospitality Manager to develop and deliver fundraising initiatives and events prioritising areas of income generation
12. Monitor and collate project funding administration including funding submissions and communications.
13. Monitor funding expenditure and income and work with the Finance Team to ensure payments are made and received on-time and to funding requirements.
14. Compile information for progress and final reports to funders or management teams, undertake evaluation, compile statistical data.
15. Attend and minute meetings where required, liaise with project leads, disseminate information and set meetings and agendas as required.
16. Always maintain a professional approach and aim to build good relationships with partners and stakeholders.
17. Work across the service to reduce operational costs and maximise income opportunities. Work flexibly across the service to deliver the Trust's Activity Plan.
18. Ensure all Trust activities are delivered to a high standard by supporting colleagues across the organisation. Some evening and weekend work may be required.
19. Undertaking any other tasks required to fulfil the duties of this role

**Mandatory for all staff**

Take care of your personal health and safety and that of others and report any health and safety concerns. Ensure proactive compliance with the THMAGT H&S Policies, including risk assessments and implementing safe systems of work.

Staff will be expected to ensure that the approach and ethos outlined in the Tullie House Manifesto are central to all activity

Please note

This job description is not exhaustive and amendments and additions may be required in line with future changes in policy, regulation or organisational requirements, it will be reviewed on a regular basis.

**PERSON SPECIFICATION  
TULLIE HOUSE MUSEUM & ART GALLERY TRUST  
DEVELOPMENT COORDINATOR**

*All Criteria are essential, unless stated as desirable (D).*

<b>Criteria</b>	<b>Competency</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent grade 'C' or above in Maths and English</li> <li>• Degree or equivalent in related subject</li> </ul>
<b>Experience, Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• 1 to 2 years' experience of generating income from within the cultural (or equivalent) sector (D)</li> <li>• Good knowledge of funding bodies related to museums, heritage and culture</li> <li>• Knowledge of the charity sector (D)</li> <li>• Experience of working in a major visitor attraction (D)</li> <li>• Knowledge of target setting and KPI requirements for fundraising</li> <li>• Experience of supporting the completion of major funding bids</li> <li>• Experience of developing strategies either in fundraising or communications (D)</li> <li>• Experience working in a busy office environment</li> <li>• Experience of planning and monitoring project work of yourself and others</li> <li>• Strong financial knowledge of managing budgets and reconciliation</li> <li>• Knowledge and understanding of financial systems including SAGE (D)</li> <li>• Knowledge of the principles of audience development (D)</li> <li>• Knowledge of charity messaging and external communication methods</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to undertake independent research</li> <li>• Ability to develop a good understanding of the museum's Business Plans, strategies, aims and objectives</li> <li>• Ability to act as an advocate for the museum</li> <li>• Ability to identify opportunities and proactively act upon them</li> <li>• Excellent communication skills, including oral, written (presentation desirable) with the ability to communicate at all levels</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent organisational skills - high attention to detail with the ability to produce professional accurate documents</li> <li>• Excellent time management</li> <li>• Ability to work proactively with a wide range of partners and representatives of other organisations. Demonstrating an ability to build strong, professional relationships and networks and make decisions at the appropriate level.</li> <li>• Proficient in Microsoft Office Word, Outlook, Excel, Access and PowerPoint</li> <li>• Ability to manage own workload, completing tasks to deadline</li> <li>• Ability to generate creative ideas</li> <li>• Ability to analyse and prioritise</li> <li>• Knowledge of evaluation methods</li> </ul>
<b>Personal Qualities &amp; Commitment</b>	<ul style="list-style-type: none"> <li>• Capable of working effectively whilst under a limited level of pressure</li> <li>• Professional manner and appearance at all times</li> <li>• Interpersonal skills</li> <li>• Works effectively and professionally as part of the team and co-operates with others across the organisation; collaborates and networks externally for specific outcomes and project</li> <li>• Confident approach as required to work independently</li> <li>• Able to deal with, and resolve, difficult situations in a calm, tactful manner</li> <li>• Positive attitude acting as an advocate for the museum</li> </ul>
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Flexible approach to working hours as some weekend, evening and bank holiday work will be required</li> <li>• Full Driving Licence with a willingness to travel</li> </ul>