



## VACANCY: MUSEUM FUNDRAISER

Reporting to the Finance Director, the **Museum Fundraiser** will lead, support, and execute a co-ordinated strategic fundraising programme to ensure our long-term sustainability.

### Activities include:

- Researching sources of funding, including developing solicitation plans for individuals and companies,
- Writing high quality grant applications, bids and proposals to be submitted to a wide range of organisations,
- Working with other volunteer teams to significantly increase visitor donations,
- Setting up and administering the 'Friends of Nottingham Industrial Museum' programme,
- Setting up and administering the Nottingham Industrial Museum '500 Club' fundraising lottery,
- Engaging with local and national companies to gain sponsorship of exhibitions and displays,
- Setting up and administering crowdfunding schemes to support individual projects,
- Administering our Just Giving page,
- Administering our 'Give as you Shop' donation scheme,
- Liaising with other volunteer teams to explore and develop new revenue streams,
- Keeping accurate records of all fundraising against target and providing written reports to the Finance Director and the Board of Directors.

Ideally, we are looking for somebody who has a demonstrable successful track record in local or national charity fundraising, has strong ICT, verbal and written communication skills, a close attention to detail and the ability to work under pressure. You will also need experience of researching and writing long documents, completing application forms and preparing cases for support.

Previous experience of managing volunteers would be useful but not a necessity. A background or interest in heritage would also be beneficial as you must be passionate about local and industrial history, and act as an enthusiastic ambassador for the Museum.

The Museum Fundraiser role can mainly be home based, but it is expected that you will spend time in the museum on Thursday nights (flexible between 5pm and 10pm), and when required, at weekends when the museum is open to the public.

To apply, please download and complete our application form and email it, together with your CV and a covering letter, to Helen Bowen, Marketing and Communications Director [helen.bowen@nottinghamindustrialmuseum.co.uk](mailto:helen.bowen@nottinghamindustrialmuseum.co.uk). We are keen to understand your experience and skills, and why you would like to undertake this opportunity. If you would prefer a 'no commitment' chat first, again please contact Helen using the above email address.

**Closing Date:** ongoing

### About the Museum

Nottingham Industrial Museum is a registered charity and we are dependent for our survival on the money we raise each year. We are one of the first museums in the East Midlands to be 100% volunteer-run and established as its own company. This is an exciting time to join a creative and passionate team to drive the museum forward to be one of the 'go to' places to visit in the area.



# Nottingham Industrial Museum

Please visit our website [www.nottinghamindustrialmuseum.org.uk](http://www.nottinghamindustrialmuseum.org.uk) for more information.