

Job Description

Directorate: Tyne & Wear Archives and Museums

Division: Central Services

Post Title: Development Officer PP394

Evaluation: 443 Points **Grade:** N5

Responsible to: Principal Development and Trading Officer

Responsible for: N/A

Job Purpose: To assist with the development and operation of TWAM's corporate fundraising and individual giving programmes including TWAM's Business Partners scheme.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To identify potential funders and prepare funding applications
2. To manage ongoing relationships with funders, donors, members and sponsors.
3. To build relationships with key local, regional, national organisations, agencies, businesses and individuals to maximise fundraising potential
4. To provide advice and guidance in respect of fundraising and development policies, and assist with the delivery of fundraising and development training to TWAM staff and the regional museums sector
5. To assist with the organisation and management of hospitality events including sponsor benefits, business membership and donor cultivation events
6. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
7. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.