



Directorate: Tyne and Wear Archives and Museums

Division: Central Services

Post Title: Fundraising Development Specialist

Evaluation: 513 **Grade:** N07

Responsible to: Chief Fundraising Officer

Responsible for: Not applicable

Job Purpose: To create and implement fundraising strategies to deliver ambitious growth plans for one of the following areas:

- Trusts and Grants
- Major Gifts and Sponsorship
- Individual Giving and Membership

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

1. To create and implement fundraising strategies and activities to maximise income from existing sources, and attract new supporters for TWAM.
2. To identify and research potential funding streams and work closely with staff to establish a portfolio of projects for restricted and unrestricted funds.
3. To interpret, analyse and adapt complex information to create compelling Cases for Support and funding proposals.
4. To deliver against annual fundraising targets and provide financial reporting and other management information on a timely basis.
5. To manage and coordinate all fundraising activities to maintain the highest standard of supporter care and ensure that all relevant legislation, protocols and fundraising standards are met.
6. To provide fundraising advice, guidance and training to staff, charity trustees, Friends groups and volunteers as required.

7. To build good relationships with external bodies and attend meetings, working groups, events and activities on behalf of TWAM.
8. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.