

Pitzhanger Manor & Gallery Trust
Pitzhanger Manor
Mattock Lane
London, W5 5EQ
pitzhanger@pitzhanger.org.uk
www.pitzhanger.org.uk

Pitzhanger Manor & Gallery Trust Fundraising Manager

Job description

Role

The Fundraising Manager will be a key role in a small and busy team at Pitzhanger Manor and & Gallery as we prepare to reopen to the public in March 2019, and beyond. Working alongside the Head of Development, the postholder will be responsible for the implementation of the newly designed Patrons scheme, and for ensuring growth and retention. They will also be responsible for managing discreet fundraising appeals, and making approaches to Trusts and Foundations for gifts of up to £10,000 to support revenue and core costs.

Pitzhanger Manor & Gallery has just been through a £12 million restoration and renovation process, funded by London Borough of Ealing, the Heritage Lottery Fund, and pool of Trusts and Foundations, Corporate supporters and individual donors. This is a fantastic opportunity for a fundraiser to play a crucial role in generating income to support our exhibitions and education and outreach programmes through the development and management of a variety of fundraising streams.

Reports to Head of Development, Pitzhanger Manor & Gallery Trust

Key accountabilities:

1. Fundraising

Achieve annual targets agreed for gifts up to £10,000 through the management of the following streams of fundraising income:

- Increase income from Trusts and Foundations – Identify Trusts and Foundations for grants up to £10,000 to support revenue and core funding, devise and submit applications, and report on progress as necessary
- Manage the *Sponsor a Pane of Glass* appeal – Steward current donors and disseminate appeal material
- Oversee Friends fundraising appeals – Work with the Friends Committee to identify potential aspects of the education and outreach work, exhibitions or site maintenance for the Friends to support through discreet fundraising appeals
- Manage crowdfunding appeals – The Big Give, Giving Tuesday, and ad hoc appeals to support elements of our education and exhibitions programme

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2. Other

- Provide administrative support to the Head of Development: thanking donors and reporting on progress etc.
- Assist with the planning and implementation of fundraising events
- Keep all records on Friends and supporters up to date on the Trust's CRM system, ensuring our record keeping is in line with data protection regulations
- Keep up to date with the latest best practise in donor recruitment and retention
- Undertake such other activities as are from time to time delegated by the Head of Development as are compatible with this role

Person specification

- Educated to degree level or beyond, or equivalent work experience
- Highly organised with attention to detail and ability to juggle multiple projects.
- Excellent oral and written communication skills: The ability to draft engaging and persuasive fundraising materials and requests; the ability to make convincing presentations and informal asks
- Enthusiasm for heritage and the arts
- Excellent IT skills and knowledge of different social media channels
- An entrepreneurial 'can do' spirit, flexible in approach with a positive attitude to change
- Experience of using databases would be desirable
- Ability to work effectively as a member of a small team and with a collaborative approach to achieving organisational goals
- Highly responsible with the ability to work with absolute discretion, tact and confidentiality.

Location

Pitzhanger Manor & Gallery Mattock Lane, London W5 5EQ

Salary

£25,000 - £30,000 pro rata for three days per week

Hours

Three days per week. From time to time attendance may be required at certain events in the evening or on occasion at weekends. No overtime will be paid for attending these events, but time off in lieu will be given (to be agreed in advance with the Head of Development).

Application

Please send a CV and covering letter to rachel.page@pitzhanger.org.uk by midnight on 13 January 2019.