



Job Description and Person Specification

Job Title:	Development and Fundraising Manager (Fixed Term Contract)	
Post Number	P2520	JE Ref:
Grade:	PO1	
Other Payments:	Essential Car Allowance	
Job Family	Arts, Tourism, Heritage and Culture	
Directorate:	Community and Place	
Progression:	Progression through the grade is dependent on performance against delivery targets, value and behaviours	
Hours per week:	37 hours	
Accountable to:	Arts, Tourism, Heritage and Culture Manager	
Date created/ reviewed:	April 2026	

JOB DESCRIPTION FOR DEVELOPMENT AND FUNDRAISING MANAGER

Job Purpose

To provide leadership and professional expertise for fundraising and development across St Albans Museums, securing significant and sustainable external income to support the long term delivery, growth and resilience of museums services.

The postholder will lead the development and delivery of fundraising strategies, act as the principal professional lead for museum fundraising, and work in close partnership with the Museums Management Team and Trustees to maximise income from trusts and foundations, private giving, community fundraising and commercial sponsorship.

Accountabilities

1. Working with the St Albans Museums' Management team and with the Trustees of St Albans Museums and Galleries Trust review and analyse current activities to create a fundraising and development strategy and action plan for building and maximising external financial support. Act as the Council's subject-matter expert and professional lead for museum fundraising and development, providing expert advice and recommendations to senior managers and Trustees on funding strategy, priorities and risk
2. Identify and research trusts and foundations relevant to the museums' work and make

tailored applications addressing grant-making priorities or requirements. Lead the identification, prioritisation and development of funding opportunities, including trusts, foundations and sponsors, exercising professional judgement to maximise return and manage reputational and financial risk
3. Identify and approach corporate prospects to support projects (e.g. exhibitions, learning programmes). Devise sponsorship proposals and be responsible for managing the relationship with any sponsor to ensure positive outcomes
4. Manage the requirements, conditions and reporting to grant-giving organisations or corporate supporters
5. Research, review and develop relationships with potential private donors, creating opportunities for engagement and involvement and approaches for support
6. Assist in devising and delivering events (receptions, talks, recitals) that create opportunities for engagement with potential supporters or re-engaging with existing ones
7. Manage onsite and online donations channels, updating and improving products and implementing new/updated means through which to raise fund
8. Review the Friends scheme, working with the Audience Development team and Visitor Services team to ensure its success
9. Research and implement a regular giving proposition working to implement a legacy giving proposition in the future
10. To undertake such other duties commensurate with the grade of the post, which may be required from time to time by the Arts, Tourism, Heritage and Culture Manager

Demands

<p>Mental</p> <ul style="list-style-type: none"> • Demonstrable experience of working autonomously at a senior level, influencing decision-making and leading on fundraising and development activities with minimal supervision. • Excellent communication skills with a collaborative, solution-oriented approach. • Strong analytical skills. • Able to problem solve and make quick and accurate judgements. • Able to deploy high quality people management skills. • Able to manage conflicting priorities. <p>Physical</p> <ul style="list-style-type: none"> • Able to set up rooms if required. <p>Emotional</p> <p>Able to deal with difficult situations involving stakeholders, customers or staff</p>
--

Working Conditions

You will hot desk across a number of sites based on the requirements of the service and as your duties require. There are no adverse working conditions for any periods of time associated with this role

Other Employment Requirements

The post holder will be required to

- undertake a Basic Disclosure Check.
- participate in the Museums Out of Hours Standby Rota arrangement
- be a key holder role in an emergency, as a member of the Museum Management team, in order to ensure the service is maintained to a high standard

Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
---	------------------	---	-------------------------------	---	-----------	---	----------------------	---	-----------	---	-------

ROLE SPECIFIC PERSON SPECIFICATION - [add role title]

Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
Qualifications				
Q1	Educated to degree or equivalent level or experience of managing fundraising/development work	X		A,D
Q2	Full driving licence	X		A,D
Q3	Membership of appropriate professional body or equivalent experience		X	A,D
Q4	First Aid at Work Qualification.		X	A,D

Knowledge				
K1	Knowledge of fundraising and development in an arts and heritage environment	X		A,I
K2	Knowledge of relationship building techniques	X		A,I
K3	Knowledge of appropriately deploying different communications methods in various situations and circumstances	X		A,I
K4	Knowledge of market research and data capture techniques	X		A,I
K5	Knowledge of legislation and regulations related to charity organisations and fundraising.	X		A,I
K6	Knowledge of customer service development.	X		A,I
K7	Knowledge of and commitment to equal opportunities.	X		A,I
K8	Knowledge of working in a Public Sector environment.		X	A,I
Experience				
E1	Significant experience of successfully managing fundraising and development activities in a cultural setting	X		A,I
E2	Experience of administering/developing a membership organisation	X		A,I
E3	Experience of successfully undertaking line management.	X		A,I
E4	Experience of ensuring appropriate systems are in place to have robust financial control.	X		A,I
E5	Experience of nurturing and delivering great customer experience through appropriate management interventions.	X		A,I
E6	Experience of using effective written and oral communication.	X		A,I
E7	Experience of successfully managing budgets.	X		A,I
E8	Experience of using all Microsoft Office software.	X		A,I

For further information on the scope of accountabilities when working at this level please see the generic job description/person specification here on our website