



## Fundraising Manager

### Purpose of the Role

Haynes Motor Museum is excited to seek our first Fundraising Manager to support the development of the Museum and our charitable aims. Working closely with the Senior Executive Team and our fundraising consultancy partners, we are looking for an individual with the relevant experience and drive to bring the Museum's fundraising strategy to life.

The Museum has an ambitious forward plan. We are looking for someone who is motivated, driven, enthusiastic and wants to take responsibility for helping shape and deliver Haynes Motor Museum's fundraising goals.

Whilst this is a new role, the Trustees and the Executive have worked extremely closely with our fundraising consultants over the past nine months to not only develop strategy and a three year fundraising plan, but also to educate and inform all our internal stakeholders about the complexities and challenges of fundraising as a professional discipline.

You can be confident that the Trustees, the Executive, the staff and volunteers are fully supportive and aware of the part they must play as the charity embarks on this exciting phase of development.

A copy of our fundraising strategy and plan will be made available to relevant candidates in the interview pack.



## About Us

As one of the leading museums and visitor attractions in the South West, with 125,000 visitors annually, you will join a dynamic and engaged team of over 120 staff and volunteers.

Haynes Motor Museum was established in 1985 by John Haynes OBE and is home to the UK's largest exhibition of cars and motorbikes dating from the present day back to 1898.

The Museum is a registered charity and has three core objectives:

The **Preservation** and **Conservation** of our Collection  
**Education** which is delivered through multiple channels.

In support of the charity, the Museum also operates a Trading Company which comprises: Haynes Heritage Engineering, Conference and Events, Café 750 & The Museum Shop and Online Retail.

## About you

We are looking to recruit an experienced, energetic, and talented Fundraising Manager to develop and grow supportive relationships, activities, income streams to support plans for capital development of the Museum.

As a key member of the senior management team, reporting directly to the CEO, you will lead and be the driving force to implement and deliver our fundraising strategy. The Museum has a collaborative and supportive culture, so this is an ideal opportunity to use your skills in a dynamic and diverse organisation within a helpful and friendly team.

## Responsibilities of the Role

The right individual will have a strong grasp and understanding of all fundraising disciplines including Trust & Foundations, individual giving, legacy giving and corporate partnerships. We do not expect an expert in all fields, but some knowledge across the different fundraising specialties would be an advantage.



- Supported by and working with the senior executive team and our fundraising consultancy partners, to take ownership of our fundraising strategy
- Establish and champion a fundraising culture across the Museum
- Oversee and support the development of fundraising, with consideration to diversifying our income streams.
- Development of pipeline of funding opportunities
- Supported by our fundraising consultancy partners, oversee bid writing and grant applications
- Work closely with the Marketing and Communications Director to create appropriate materials and raise the profile of Haynes Motor Museum's charitable aims
- Champion the charitable mission of Haynes Motor Museum to all stakeholders
- Potential future line management duties in line with the successful delivery of the forward plan
- Coordinate the stewardship of all donors/funders ensuring long term relationships are developed
- Develop sponsorship proposals and funding applications

## Who are we looking for?

- Excellent communicator with the ability to inspire and engage others
- Strong networker with good relationship-building skills both within the Museum and externally
- Passion for fundraising, and a drive to positively impact the Museum's charitable aims
- Ability to work independently using your own initiative and prioritise effectively
- Commitment to equality, diversity and inclusion



## Experience & Skills

- Proven fundraising experience (3-5 years) within a not-for-profit organisation
- Excellent research skills, which can be used to identify new funders, assess the external market and understand our users' needs
- Good understanding of fundraising law, and relevant compliance matters
- Brilliant organisational and project management skills
- Experience with writing or supporting grant and bid applications across various sources
- Experience in corporate partnerships
- Ability to analyse data, derive insights and present findings to influence decision-making
- Ability to confidently use database software and CRM systems to interpret donor data
- Good IT skills and comfortable with all Microsoft Office software

## Benefits

- 29 days holiday (increasing in line with service)
- An extra day off for your birthday
- Free on-site parking
- Staff discounts in the on-site café and gift shop
- Free entry into the Museum for you and your family
- Ongoing training and development



## Hours & Structure

**Salary** £35,000-£45,000 per annum dependent on experience

**Location** The Museum is based in Sparkford, Somerset BA22 7LH, just minutes off the A303, the main trunk road to the South West.

**Contract** This is a permanent contract and could either be full time, part time, or indeed a job share. We are equally open to hybrid working but the successful post holder would need to be onsite on a regular basis.

## Next Steps

Please submit your application and any enquiries to Natalie Mackay at [natalie.mackay@haynesmuseum.org](mailto:natalie.mackay@haynesmuseum.org)

Please enclose a CV along with a covering letter (no longer than 2 pages) explaining how your personal skills, qualities and experience provide evidence of your suitability – and your passion – for this role.

**Closing date for applications 30th November 2024.**

Applications and interviews are being shortlisted on a rolling basis, so get in touch ASAP to avoid disappointment. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.