

JOB DESCRIPTION	
Post Title:	Development Officer
Salary:	£30,000 pro rata
Contract:	Externally funded Part Time (3 days per week) for 2 years
Probation period	3 months
Reports to:	The Moray Society Board

1. Summary: The Moray Society, parent body of Elgin Museum, is seeking a suitably qualified and experienced individual to develop a sound, sustainable financial base for Elgin Museum to fulfil its potential. The appointee will explore new and innovative sources of income through promotion of the Museum and engagement with new audiences and supporters. This is a new post to support and expand responsibilities previously carried out by volunteers.

2. Background:

Elgin Museum is an Accredited Museum. It has a Recognised collection of local fossils (and associated archive) with a particularly strong archaeology collection. It has been an independent museum since it was built by public subscription in 1842. It is owned and managed by a membership organisation, The Moray Society, which has delegated powers to the Elgin Museum Management Committee (EMMC) for the Museum's every-day running. The Museum holds a wide-ranging collection relating to Moray, whether through find site or the origin of the donor.

The Museum is currently run by a team of volunteers with two part time staff: a Museum Assistant and a Janitor. The Museum has not been able to afford a full-time Manager/Curator for some nine years. Despite this, the Museum has maintained its Accredited status, and provides a well-respected service to the community, researchers, tourists and other users.

3. Purpose of Post

The primary objective of the post is to improve the financial position of Elgin Museum in a sustainable manner.

We are looking for someone special who can bring a fresh and innovative approach to the funding of our Victorian museum, retaining all that is best in its current expression of heritage but fitting it for a new age, now with the additional challenge of adjusting to the post-Covid environment.

Applicants should have experience of writing grant / funding applications or shaping creative pitches, with a passion for communicating a compelling case for support.

The post holder will be responsible for ensuring a longer-term strategy for ongoing income for the Museum. It is expected this will involve promotion of the Museum and thus developing innovative engagement with new sectors and establishment of sponsorship, grants or donor (including membership) commitment. A key aspirational outcome is for the Development Officer to secure long-term funding to enable the appointment of a Full Time Manager/Curator and, ideally, a Part Time Learning/Outreach Officer.

An essential legacy is for the Museum's management team to have a clear vision and strategy in place for future best practice, and a sustainable income model and staff resource.

4. Job description

Responsibilities Scope and Purpose:

- Identification of funding prospects in line with Elgin Museum's aims and objectives as the Museum looks to live with and move "beyond Covid-19"
- Source and research Trusts, Foundations and any other organisations with funding available in line with our priorities, and write & submit applications
- Work with and support the Board and Volunteers to expand and increase funding from donors and sponsors, developing new relationships and building on existing ones, matching the Museum's aims & objectives to potential supporters and funders
- Oversee the Museum's fundraising operations and deliver a fundraising programme, working with the Board and Volunteers

Specific responsibilities:

- Work with the Finance Committee to produce a Funding Action Plan, initially for the two years of the post, but as part of a five-year plan with realistic goals and timeframes to secure sustainable medium to long-term revenue funding. The Funding Action Plan will be reported to the Board for discussion and approval within the first month.
- Liaise with the Line Manager (Vice President and *ex officio* Finance Committee member), and Finance Committee and provide regular updates to the Moray Society Board.
- Research potential funding opportunities and subsequently develop relationships and commitments, in order to secure the Museum's financial resilience and sustainability.
- Devise and manage events using the Museum's resources of collections, space and expertise, working with the Board and Museum Volunteers, and engaging with external stakeholders such as Moray Council, the tourism and museum sectors and local businesses. These should expand Museum support and membership of the Moray Society, engage new audiences, increase footfall or have specific fund-raising aims including within the corporate sector.
- Identify and secure funding for two posts: F/T Manager/Curator and P/T Learning/Outreach Officer for the Museum. The aspiration is to achieve strategies for their longer-term funding to ensure continuity of the posts once established.
- Manage any grant applications and any subsequent reports/follow-up required in the terms of grants or sponsorship and ensure a clear and continuing legacy for after the FDO post comes to an end.
- With the Finance Committee, review existing expenditure and practices and advise on more advantageous alternative strategies
- Provide support for any additional funding initiatives or other duties as directed by the Board.

- Comply with the Museum's policies, respect its ethos and past history and work effectively with the Moray Society Board, Elgin Museum Management Committee (EMMC), the Museum's volunteers and staff.

5. Qualifications, experience, skills and attributes, other

Person Specification

Qualifications

Relevant degree or equivalent qualification or equivalent level of experience of working in a fundraising capacity, preferably in a museum/heritage environment

Experience

Essential

At least 3 years recent and relevant proven and demonstrable experience in fundraising, grant management and communication with potential donors and sponsors.

Desirable

Experience in fundraising and financial management in the charitable field

Experience in fundraising and financial management in the museum or heritage

Experience of event planning and programming

Experience of working with volunteers

Skills and attributes

- An interest in and enthusiasm for heritage, museums and the aims of Elgin Museum and The Moray Society, with a demonstrable interest in seeing Elgin Museum thrive.
- Ability to be well organised and self-motivated with strong planning, accuracy and problem-solving skills, able to prioritise, meet tight deadlines and work both in a team and under own initiative.
- Excellent IT, communication and presentational skills: interpersonal, written and verbal, communication on virtual platforms.
- Specific ability to engender trust and commitment from potential funders and donors, and ability able to motivate and enthuse supporters, volunteers, and colleagues.
- Proven numeracy, accounting, budget and funding application experience. Ability to meet an Action Plan with income targets and meet metrics, measuring work productivity.
- Familiarity with GDPR and charity legislation.

Other

- Driving Licence desirable.
- Flexible, able to work evenings, weekends and public holidays.
- Ability to work off-site including at home, and in the Museum office when required.
- It is expected there will be some travel involved in the role, in particular to meet potential donors.