



**Job Title:** Fundraiser

**Organisation:** David Parr House

**Closing Date:** 15/06/2017

**Location:** Cambridge

**Fixed term:** 46 months

**Reporting to:** Lead Trustee

**Responsible for:** Overall project development and fundraising

**Salary £60,000 pro rata**

### Introduction

The David Parr House CIO seeks an experienced professional fundraiser to establish the first professional fundraising operation in support of the work of the Trust at a critical juncture. The principal task will be to run an endowment appeal campaign that will underpin the future sustainability and growth of the David Parr House. The campaign is part of the '£1 for £1' match-funded initiative supported by the Heritage Lottery Fund's Heritage Endowments scheme.

The successful candidate will likely work from home for 15-18 hours per week (to be agreed) including a weekly meeting/contact with a dedicated project Trustee who is also an experienced fundraising professional and will provide strategic direction and day-to-day line management as required.

The post is an exciting opportunity for a fundraising professional with evolved contacts to work with a successful and highly focused young heritage organisation. The post will offer scope for initiative and creativity but will also be expected to deliver clear fundraising outcomes, which cumulatively will amount to £500,000 over a maximum four-year period (match-funded by HLF to achieve an endowment of £1 million). We expect the post to appeal to an experienced fundraiser / development professional who is looking for part-time, flexible employment. The post will be funded by the Heritage Lottery Fund Heritage Endowments scheme. The David Parr House is based in Cambridge.

### Fees

The fee for the four years is £60,000 and is expected to require on average 0.4 – 0.5 FTE per week

(Travel and other expenses will be included in the fee and are not separately chargeable)

### Key tasks and responsibilities of the Fundraiser

- Conduct research, qualification, cultivation, and solicitation efforts to include individuals, foundations and corporations.
- Develop campaign message architecture, including for social media.
- Create campaign and outreach materials like the 'Case for Support', membership and planned giving brochures, newsletters, social media and e-news publications.

- Deliver and drive an emerging membership programme with a view to creating a long-term pool of supporters and donors.
- Deliver and drive a legacy /planned giving scheme.
- Engage and manage two high-profile ambassadors who will advocate on behalf of the campaign.
- Set up meetings with Trustees and prospects; provide administrative support to Trustees relating to fundraising activities.
- Oversee the work of fundraising volunteers engaged in the campaign.
- Organise a range of special events in support of the fundraising and membership programmes. Some evening and weekend work required.
- Maintain accurate records and contact reports, and manage data protection.
- Update Trustees monthly on campaign progress.
- Write an evaluation report 'telling the story' of the campaign and identifying lessons learned.
- Other responsibilities as directed by the Trustees, in order to achieve the fundraising targets.

#### The successful candidate will have:

- The successful candidate will ideally have had several years' experience within a recognised development office or similar background and achieved a demonstrable track-record of successful fundraising at a significant level within the arts/heritage or education sectors.
- Highly organised and a self-starter. Ability to work quickly but carefully and with a good eye for detail.
- Highly proficient in MS Word and Excel; an understanding of and experience of basic CRM databases; social media campaign experience.
- Experience with and aptitude for prospect research (individuals and organisations) and the aptitude to develop leads on own initiative.
- Confident working with a wide range of individuals and discussing fundraising needs and £s amounts with donors.
- Excellent writing and communication skills; a keen sense of confidentiality.

#### Further notes

There will be a three-month probationary period at the start of the contract. Annual progress reviews will be carried out by the Trustees Board.

DPH is an equal opportunities employer.

The applicant will be freelance and responsible for their own tax, PAYE and any other statutory obligations.

#### Application

Please submit a written letter of application along with your CV.

Your approach to the brief including the number of weeks you will allocate

Provide contact details for two references we may contact

Applications should be returned by 17.00 hours on **Thursday 15<sup>th</sup> June 2017** by email to Tamsin Wimhurst, Chair of DPH CIO on [tamsinwimhurst@hotmail.com](mailto:tamsinwimhurst@hotmail.com)

**Documents Available on request:**

David Parr House CIO Fundraising Strategy  
*'Underpinning the David Parr House'* Fundraising Plan

**Additional Information**

The contract will run from **August 2017 to May 2021**

The payment schedule will be confirmed on appointment and in line with agreed contract outcomes and timescales paid monthly in arrears.

**Interviews**

Interviews will be held in Cambridge on **Monday 26<sup>th</sup> June 2017**

**Contact**

For further information and enquiries please contact Tamsin Wimhurst, Chair of DPH CIO on [tamsinwimhurst@hotmail.com](mailto:tamsinwimhurst@hotmail.com)