



Hello

National Justice Museum is an independent museum and Public Legal Education provider, delivering education programmes nationally. We are based in Nottingham's Grade II* former Shire Hall/County Gaol, featuring historic courtrooms, a police station and exhibitions exploring the history of justice. We house a nationally significant collection exploring the Criminal Justice System over the last 2 centuries. We enable audiences to engage with us in new, creative and relevant ways - providing opportunities to gain knowledge and understanding of the law/justice system.

We also operate the City of Caves, an attraction central to the economic regeneration of the city within the Broadmarsh site, how this space will be developed and used going forward is under discussion.

Our attractions are key to Nottingham's tourist economy, attracting visitors who spend time in the city boosting the local economy. In 2018 we became an Arts Council National Portfolio Organisation (NPO). We are gaining recognition nationally for work on representing and including diverse audiences; building a reputation for taking the museum out to people, to coproduce the artistic programme engaging with community partners and becoming more accessible to a wider range of people.

Our public legal education work is central to our purpose and we operate these programmes in our courtrooms in Nottingham, at the Royal Courts of Justice and the Rolls Building in London and across many sites in the North West. The pandemic meant that we also created digital, online programmes for schools which have been popular and continue now. In 2019 we entered into a partnership with The Ben Kinsella Trust to deliver 'Choices and Consequences', a key programme educating young people about the dangers of knife crime.

As an independent museum, all our income streams are vital to our ability to deliver our work therefore this is a key role, building on great foundations left by the previous postholder.

I have loved getting to know our organisation, stakeholders and team in the four years I have led it and am looking for someone who will love it too – bringing professionalism and high energy at such a pivotal time for us.

A handwritten signature in black ink, appearing to read "Victoria Reeves", enclosed in a thin black rectangular border.

Victoria Reeves, CEO

The Role

Based	Nottingham but with some travel to our other sites
Hours	PT 3 days per week (1170 hours per annum)
Salary	£19,200 (FTE £32,000)
Job title	Development Manager
Key relationships	Senior Management Team, Visitor Experience Manager, Hospitality and Events Sales Manager, Board of Trustees
Reports to	CEO
Contract	Full time, permanent
Purpose of the job	Lead all fundraising and development activity for the National Justice Museum

We are seeking an outstanding individual to lead the fundraising and development activity for the National Justice Museum. We are an independent museum, we became an Arts Council National Portfolio Organisation in 2018 and have recently applied for funding for the 2023-26 investment period, we will not know the outcome of this until October 2022. We earn all our income other than this funding through ticket sales, corporate hire and learning events, as well as through fundraising and development activity.

This role is key going forward as we recover post pandemic, building on the great foundations left by our previous fundraiser, the postholder is the only member of staff solely dedicated to fundraising ably supported by the senior management team who all have fundraising experience. The role requires someone who has had experience in a similar role, is self-motivated and able to take their own initiative. It provides a great opportunity to join us, make the role your own and support an amazing charity.

If you think this is you, please read the details provided carefully and email a CV and succinct (no more than 2 A4 sides) application letter ensuring you demonstrate how you fit the person specification to victoria.reeves@nationaljusticemuseum.org.uk

There is some expediency around recruiting this role as the role is currently vacant so please forgive us for a fairly swift closing date of **1st August 2022 12pm.**

Interviews will be held in Nottingham on 16th August 2022.

Role profile

Responsibilities

Key strategy work
<ul style="list-style-type: none">▪ Create a fundraising strategy for NJM in alignment with the aims and values of the organisation
<ul style="list-style-type: none">▪ Create and implement strategy around legacy giving
<ul style="list-style-type: none">▪ Create and lead strategy around patrons and friends schemes
<ul style="list-style-type: none">▪ Develop individual giving schemes including on site donations and online giving
<ul style="list-style-type: none">▪ Support NJM fundraising campaigns with a key emphasis on raising income from individuals and corporate partners
<ul style="list-style-type: none">▪ Lead project to create an online object sponsorship programme

Trusts, Foundations and Statutory Bodies
<ul style="list-style-type: none">▪ Research applicable grant opportunities
<ul style="list-style-type: none">▪ Lead grant application activity, enlisting support from other teams as necessary
<ul style="list-style-type: none">▪ Support the Senior Management Team in making large scale grant applications
<ul style="list-style-type: none">▪ Ensure appropriate reports are provided to grant makers
<ul style="list-style-type: none">▪ Key stakeholder engagement with current funders, trusts and foundations
<ul style="list-style-type: none">▪ Support the delivery of currently funded projects
<ul style="list-style-type: none">▪ Support the CEO and Financial Controller in reporting to key bodies such as the Arts Council and National Lottery Heritage Fund

Friends, Patrons and Supporters
<ul style="list-style-type: none">▪ Develop and manage the friends scheme
<ul style="list-style-type: none">▪ Develop membership through Tessitura and the website
<ul style="list-style-type: none">▪ Research and develop a patrons programme
<ul style="list-style-type: none">▪ Act as key lead on all fundraising appeals and campaigns
<ul style="list-style-type: none">▪ Manage all communications with donors, trusts and foundations
<ul style="list-style-type: none">▪ Manage the legacy programme and offer

Corporate Supporters
<ul style="list-style-type: none">▪ Develop a corporate patrons scheme, including the recruitment of founding patrons

<ul style="list-style-type: none"> ▪ Work with the corporate events team to devise packages/proposals for corporate sponsorship and events
<ul style="list-style-type: none"> ▪ Attend networking events, grow list of corporate contacts and develop mutually beneficial relationships with them

General
<ul style="list-style-type: none"> ▪ Work with appropriate colleagues to ensure success of fundraising activity
<ul style="list-style-type: none"> ▪ Prepare and present fundraising reports for quarterly board meetings
<ul style="list-style-type: none"> ▪ Managing the fundraising database efficiently and in line with best practice
<ul style="list-style-type: none"> ▪ Attend appropriate events as necessary to support fundraising and development

Person specification

Our ideal candidate will be an experienced and accomplished development professional already operating at a similar level, with a track record of successful fundraising. While cultural/arts/heritage experience is not essential, it would be an advantage.

Skills and Experience

- Solid, demonstrable experience in fundraising in cultural, museums and heritage/charity sectors.
- Track record of success in fundraising and development including individual giving, corporate supporters/sponsorship and grant applications.
- Experience in developing and managing relationships with key stakeholders.
- Understanding of legacy giving.
- Ability to plan and prioritise tasks, achieve deadlines, meet financial targets and manage information effectively.
- Ability to confidently deliver presentations.
- Experience of utilising a range of communication methods.
- Excellent interpersonal skills, highly developed written skills and ability to communicate at all levels effectively.
- Project and event management skills.

Aptitude

- Highly effective relationship builder with confidence to negotiate confidently on behalf of the organisation in securing and maximising donations and sponsorship income.
- Understand the needs of the donor/client and develop a consultative approach towards individual donors, the business sector and charitable giving
- Ability to write concise and adept grant applications.
- Ability to work under own initiative and as part of a team.
- Demonstrate empathy for, and interest in the museums and cultural sector and the funding challenges they face.
- Creative flair – innovative and resilient approach to problem solving
- Available to work flexibly
- Understanding of the Code of Fundraising Practice from the Fundraising Regulator.
- Understanding of the role in the context of safeguarding children, young people and vulnerable adults.
- A clear understanding of diversity and relevance.

Candidates for this role must be eligible to work in the UK, evidence will be requested ahead of interview.

Benefits of working for our organisation include:

- **Membership of the Nest Pension scheme**
- **20 days holiday per annum plus bank holidays**
- **Employee discount and support scheme**

Accompanying information

In Spring 2022 we worked as a team including the Trustees and Senior Management team to review our organisation's vision, purpose, aims and values. These are included below to give some context to our organisation.

Our purpose 'We tell the story of justice through time. We work inclusively and collaboratively with communities, supporting the creation of a fairer and equitable society. We empathetically enable people of all ages to extend their understanding of the law and justice system, so they are inspired by their rights and responsibilities to play an active role in society.'

We are a multi-award winning Museum and we are growing in national stature, winning the 'Museums Change Lives' award in 2021 for our innovative workshops in an envelope project. We are a leader in public legal learning and education and in developing diverse collaborations and partnerships for our work. Our learning programmes are delivered in centres across England, in our historic courtrooms in

Development Manager July 2022

Nottingham, the Royal Courts of Justice and the Rolls Building in London, and in active courts in the North West. Our ambition is to widen our learning offer to more UK locations. Our museum is based in Nottingham's former Shire Hall and County Gaol, a Grade II* listed building featuring a Victorian criminal and civil courtroom, an Edwardian police station and exhibitions exploring the fascinating history of justice, we house historically significant collections of over 40,000 objects that cover the history of the British Criminal Justice System. The City of Caves forms a key part of our offer and here we explore stories of social justice within Nottingham's largest historic sandstone caves and the country's only underground medieval tannery. We engage and entertain the public by including them in our unique, interactive performances. In 2018 we became an Arts Council National Portfolio Organisation (NPO), with a specific remit to diversify our workforce and programmes. We have established a reputation nationally and regionally for our person-centred creative approach and have a growing, credible reputation as an arms open organisation, connecting communities through creative activity and providing services for diverse and not yet engaged groups. We take our museum out to people, engaging with new community partners to co-produce exhibitions and become more accessible to a wider range of people.

Our Vision is: 'For everyone - equity and justice through engagement, inspiration, learning, and unforgettable experiences.'

Our values

We work creatively and equitably with people and communities, our values are to be:

- Inclusive and equitable – we aspire to build a more diverse and representative organisation
- Open and collaborative – we celebrate diversity, creative collaboration and partnership working, we listen to and respect people and we stimulate conversations with our communities, around the role of law, justice and society.
- Ambitious and dynamic – we embrace diverse people and thinking. We challenge ourselves so we develop and deliver excellence.
- Authentic – people learn and access our stories and history through experiencing our unique historic buildings and our museum collections.
- Be here for the future – we take a whole organisation approach to sustainability, ensuring we support people, partnerships and our environmental and economic future.

Our aims

We aim to:

- Excel as the national leader of public law education
- Maintain the financial resilience and sustainability of the organisation
- Champion a green agenda and our commitment to environmental sustainability
- Ensure the well-being of our workforce of staff and volunteers
- Use our museum and collections creatively to support our work
- Expand our audience reach and ensure positive and inclusive engagement and representation for all those that engage with us
- Ensure integration, application and engagement with digital technology throughout the organisation

