



**DUNDEE  
HERITAGE  
TRUST**



**Dundee Industrial Heritage Ltd  
RRS Discovery / Discovery Point and Verdant Works**

## **Job Description**

Post Title: Funding Manager  
Responsible to: CEO  
Responsible For: Corporate Sponsorship Manager, Development Officer and Fundraising Associates

### **Purpose**

To identify and research funding opportunities and submit grant applications for both capital and revenue purposes to a variety of organisations on behalf of Dundee Heritage Trust.

### **Organisational Relationships**

Working under the direction of the CEO

### **Base**

This post requires a flexible working base, working from home and at a Dundee Heritage Property as work demands. The number of days in the office and at home will be discussed with you prior to you starting your role

### **Hours of Work**

This is a full-time post (35hrs) Monday to Friday but occasional weekend and evening work may be required throughout the year and the Funding Manager will be expected to take a flexible approach to the duties.

### **Duties & Responsibilities**

#### **Funding**

- Develop and maintain awareness of funding bodies, including their application requirements and opportunities for maximising income for the organisation.
- Identify sources of income for both specific projects and ongoing support for the organisation, expanding our field of prospective funders.
- Maximise the opportunities for on-line and digital fundraising
- Develop cases of support for a variety of projects and activities.
- Completing funding applications, in conjunction with colleagues as appropriate, and submitting these in accordance with application timescales and deadlines.
- Working with the Heritage Director and other colleagues to produce redevelopment plans and proposals for submission to funding bodies.
- Meeting with and giving presentations to funding bodies and individuals to promote the organisation.

- Building and maintaining positive relationships with our grant funders including the writing of regular reports to inform them of progress
- Create and manage fundraising information on the Trust's database.
- Pursue networking and information sharing opportunities with similar heritage and cultural individuals and organisations.
- Undertake continuous professional development, by participating in relevant training and undertaking self-directed learning.

### Management Responsibilities

Provide effective leadership, management and motivation to direct reports including; recruitment, induction, supervision, appraisal and ongoing training and development.

### **General**

- Be aware of the work of other departments in the achievement of DIH/DHT aims.
- Take an active part in communicating and co-operating with other staff and departments.
- Follow all DHT/DIH guidelines, procedures and policies.
- Work in accordance with the companies Equal Opportunities and Diversity Policy.
- Be aware of and comply with, rules and legislation pertaining to Health & Safety at work.
- Take an active part in achieving high standards of customer and client care.
- Contribute to an enthusiastic, positive work climate within the organisation

## Person Specification

### Essential:

- Relevant degree or equivalent qualification or equivalent level of experience
- Demonstrable experience in fundraising within an arts and/or cultural context across the statutory, trusts & foundations, individuals and corporates.
- Strong track record on securing high level funding and meeting fundraising targets.
- Excellent bid writing experience and ability to manage complex bids, report writing and proofreading skills.
- Strong financial literacy in preparing budgets and financial reporting.
- Excellent communicator and interpersonal skills to build and maintain relationships at all levels with a broad stakeholder base (including board members).
- Ability to prioritise workloads and coordinate workflows between team members to meet deadlines for bids or reporting purposes.
- Ability to work independently and take a proactive approach to problem solving and identifying new opportunities.
- Applied knowledge of current legislative frameworks and best practice within the charitable sector
- Experience in developing fundraising strategies and brokering partnerships
- Ability to work under pressure and problem solve

### Desirable:

- Social media skills
- Knowledge of the museums/development themes i.e. historic ships, polar exploration, Antarctica, climate change, industrial/social heritage

## Terms & Conditions:

### Permanent post

**Rate of Pay:** £35-40K

**Hours of work:** 35

### Holidays

Holiday entitlement is 31 days, rising to 4 weeks and 2 days after 3 years' service and rising to 5 weeks after 5 years' service. This includes public holidays, 4 of which are fixed – Christmas Day, Boxing Day, New Year's Day, 2nd January

### Pension

The Government has introduced a new law which requires employers to enroll their workers into a workplace pension scheme automatically if they meet the following conditions.

- Are not already in one;
- Earn over £10,000 a year/£833 per month/£192 per week
- Are aged 22 or over; and
- Are under State Pension age

If you meet these requirements during your contract with you will be auto enrolled into our qualifying scheme – The National Employment Savings Trust (NEST) Pension Scheme.

**Staff benefits**

- Discount on meals from Discovery & Verdant Works Café
- Discount on purchases from the Gift Shops at Discovery and Verdant Works
- Be part of an award-winning team!