



## **DEVELOPMENT MANAGER**

The Army Flying Museum at Middle Wallop in Hampshire tells the story of British Army Flying from the earliest attempts to conduct operations with gas filled balloons in the late 1800s to today's Army Air Corps which has operated with distinction around the world including combat operations in Iraq and Afghanistan.

We welcome about 60,000 visitors to the site each year, a number that is steadily increasing. We have recently completed a £2.4m National Lottery Heritage Fund project which significantly improved the museum and allowed us to develop the range of activities we offer. Following the Covid-19 pandemic, this is a critical time for the Museum and the Development Manager has a key part to play in terms of our income generation and engaging with new fundraising activities.

We are looking for an enthusiastic and dynamic fundraising professional to join our team. This is a varied role that has been continually developing over the last five years as we have embedded fundraising into the Museum's operations and objectives. Our Lockdown Lecture programme evolved as a response to Covid and resulted in one of our most successful fundraising campaigns. Since reopening after Lockdown, we have had success with corporate partnerships and adoption programmes but there is huge scope now for someone to put their own stamp on the programme of work. If you have the drive and desire to make a difference, then you could be the person we are looking for!

**SALARY:** £26,000 per annum

**HOURS:** 37.5 hours per week (some evening and weekend work will be required and flexible working will be considered).

**CONTRACT:** Permanent (subject to a 6 month probation period)

### **How to Apply**

Applications consisting of a cover letter (no more than 2 pages) detailing your suitability for the role and a current CV should be emailed to [chiefexecutive@armyflying.com](mailto:chiefexecutive@armyflying.com) or sent to:

Lucy Johnson, Chief Executive, Army Flying Museum, Middle Wallop, Hampshire, SO20 8FB

Closing date for applications is **12 noon on Friday 20 May 2022.**

The Army Flying Museum welcomes applications from all sectors of society and follows a policy of non-discrimination on the basis of race, religion, colour, gender, age, nationality or disabilities.

The Army Flying Museum is a company limited by guarantee registered in England no. 2109510 and a registered charity no. 297897.



# JOB DESCRIPTION: DEVELOPMENT MANAGER

**Salary:** £26,000 per annum

**Location:** The Army Flying Museum, Middle Wallop, Stockbridge, Hampshire, SO20 8DY

**Hours:** 37.5 hours per week

**Reporting to:** Chief Executive

**Responsible for:** N/A

**Contract:** Permanent (subject to a 6 month probation period). This role requires a DBS check.

## Purpose of Role

This is a full time position. The key tasks include:

- Leading on new and existing fundraising initiatives
- Identifying grants and funds, and applying for general and project specific funding
- Building on our existing network of supporters and identifying areas for growth
- Responsible for the management of our CRM system
- Working as a key part of the *Wallop Wheels & Wings* team and the *Lockdown Lectures* team

As part of the legacy of our National Lottery Heritage Fund project, we have firmly embedded fundraising into our operations and this role has become a key part of the organisation.

## Specific Duties

- Researching and applying for grants to support general operations and specific projects in line with the museum's operational objectives
- Researching, planning and delivering new fundraising initiatives and events to help achieve the annual fundraising targets
- Developing business and charity relationships, supporting CSR objectives
- Maintaining and developing the Corporate Partnership and Adopt an Aircraft schemes
- Responsible for the management of our CRM system (WebCRM)
- Responsible for the visitor Membership scheme and advocating for its growth
- Project Manager for the [Lockdown Lectures](#), ensuring the planning and delivery of our own lectures whilst also supporting other museums to start their own
- A key member of the [Wallop Wheels & Wings](#) team, responsible for sponsorship and corporate hospitality
- Acting as secretary for the quarterly Fundraising Committee meetings
- As a member of a small team, any other reasonable tasks required to support museum operations

## Person Specification

### ESSENTIAL

- Relevant experience or qualifications allowing a good understanding of development work in a cultural environment.
- At least three years' experience of working within a fundraising or development role
- Proven track record of successful grant applications
- Ability to develop strong and sustainable partnerships with other organisations and businesses
- Ability to establish and maintain positive relationships with, and enthuse, people from diverse backgrounds.
- Excellent verbal and written communication skills, with the ability to build quick rapport with people

- Initiative in prioritising one's workload.
- Self-motivated, with an energetic and proactive approach to delivery.
- A sense of responsibility and commitment to delivering work of consistently high quality.
- A team-player, with resilience and enthusiasm, and a willingness to work collaboratively and with a high degree of flexibility with colleagues.
- Organised approach with the ability to set up and implement robust systems.
- Willingness to work unsociable hours, i.e. evenings and weekends (we are a 7-day business).

## How to apply

The Army Flying Museum welcomes applications from all sectors of society and follows a policy of non-discrimination on the basis of race, religion, colour, gender, age, nationality or disabilities.

### **Please submit:**

- A comprehensive CV (3 page maximum) containing details of relevant qualifications and experience.
- A covering letter (2 page maximum) which states your interest and suitability for the post.
- The names and addresses of two referees, one of whom should be your current or most recent employer or educational establishment. Referees will not be contacted without a candidate's prior consent.

**To:** Lucy Johnson, Chief Executive

The Army Flying Museum, Middle Wallop, Stockbridge, Hampshire, SO20 8FB  
01264 781086 | [chiefexecutive@armyflying.com](mailto:chiefexecutive@armyflying.com)

### **Interview**

- The deadline for applications is 12 noon on **Monday 23 May 2022.**
- Interviews will be held on Thursday 26 May 2022.

Please indicate on your covering letter if you will be unavailable at this time.

If you have a disability, please let us know in your application. The Museum is committed to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.

We regret it is not always possible for us to let you know if you haven't got an interview. If you have not heard from us by Friday 27 May 2022 please assume your application has not been successful.