



Volunteer Role: Fundraising Manager

Purpose

The Heath Robinson Museum opened in 2016 next to West House, a community arts and cultural centre in Pinner Memorial Park. The West House and Heath Robinson Museum Trust, a registered charity, manages the two buildings.

The Trust depends on volunteers to achieve its objectives. Our Fundraising Manager will help the Trust to meet its budget and develop its work for the community.

How does it Work?

The Museum and West House are managed on a day-to-day basis by a Management Board, composed of the (paid) Museum Manager and volunteer Managers in charge of functional areas. This Board is accountable to the Trustees of HRMT and WHRT.

In the Museum's development phase, the volunteer Marketing and Fundraising Manager managed fundraising, and approx. £500,000 was raised to match a Heritage Lottery Fund grant of £1.3m. The Museum will always need fundraising, and would now like a dedicated volunteer manager.

Purpose of the Role: This is a new volunteer role which will help the Management Board to achieve its goals, by raising the funds needed to supplement earned income. The Fundraising Manager leads the Fundraising Committee.

Reports to: The Vice-Chair of the Management Board.

What's Involved?

The Fundraising Manager will work with managers to understand what the Museum needs, as well as advising on fundraising opportunities.

He/she will recruit and manage a volunteer fundraising committee and develop a fundraising strategy which may cover:

- Trust Fundraising – working with colleagues to develop proposals, applying for funding and reporting to funders
- Corporate Relations – developing packages to interest companies in supporting the Museum through donation, sponsorship and volunteering
- Community Fundraising – organising fundraising events and activities in the local community
- The Friends' organisation – building a community of support for the Museum and West House
- Major Donors – developing a 'Patrons' Circle' of high net-worth supporters
- Legacy fundraising

These tasks may not all be tackled at once, and success will depend on developing a team of suitable volunteers. Some fundraising volunteers are already in place.

What skills or experience will you need?

Ideally a background in fundraising, and previous experience of leading volunteer teams. You need to be an enthusiast for the Museum and West House. An interest in people and a persuasive manner, as well as the ability to find relevant sources of funding and to be meticulous in grant applications, are essential.

How much time to you need to give?

At least 7 hours per week, depending on your availability and current events. Because we are all volunteers, we understand that sometimes other things have to take priority. This is why we should like a fundraising team with people who can cover for each other as necessary.

What's in it for You?

The role comes at an exciting time in the development of the Museum.

There is an active sense of community and engagement among volunteers. There are many events in which the Fundraising Manager would be involved such as volunteer get-togethers, Private Views and Curator's Talks. We would expect to provide a stimulating environment with lots of local contacts and events, PR and interest.

We would provide support to anyone taking on the role. It would suit someone who wants something purposeful to do in life and welcomes a challenge.

Interested? Contact: Veronica Chamberlain, current Marketing and Fundraising Manager:
veronica@heathrobinsonmuseum.org