

10.01.2012

Dear Candidate,

**Recruitment Pack: Development Director**

Many thanks for your interest in the role of Development Director at the Collections Trust, which has been re-advertised with a revised Job Description following our initial campaign in December 2011.

The Collections Trust is an independent charitable company registered in England and Ireland. Our charitable object is 'to advance the education of the public by improving the method and practice of Collections Management'. Collections Trust helps museums and galleries unlock the potential of their collections by:

- Sharing know-how
- Developing and promoting standards
- Challenging existing practices
- Pioneering new ideas
- Bringing experts together

A full list of our projects and programmes is available on our corporate website at <http://www.collectionstrust.org.uk/our-work>. Most of our services are delivered through Collections Link, the award-winning professional development and collaboration platform. The Collections Trust works through 5 programmes:

- OpenCulture
- Best Practice
- Collections Link
- Culture Grid
- International

Applications should be submitted in the form of a CV and covering letter by email to [nick@collectionstrust.org.uk](mailto:nick@collectionstrust.org.uk) and should provide names and contact details for two referees (referees will not be contacted unless a formal offer is made). Applications should be received not later than 5.00pm on Wednesday 1<sup>st</sup> February, and interviews will be held in the week commencing the 6<sup>th</sup> February.

The Development Director is a new post for the Collections Trust, and has been created in response to the strategic priorities set out in *Unlocking the Potential*, the Forward Plan 2011-14. It is an exciting opportunity to contribute to the growth of this important organization at a key moment in its development.

I look forward to receiving your application and many thanks for your interest in the Collections Trust.

Yours sincerely,

Nick Poole, CEO, Collections Trust

## **JOB DESCRIPTION**

### **Development Director**

Contract:	Full-time, permanent contract, subject to completion of a 6 month probation
Remuneration:	£34,000 to £40,000 per annum, dependent on experience.
Location:	The normal place of work will be the Collections Trust offices at the Natural History Museum, South Kensington, London
Hours:	The agreed hours for this post are 09.00 – 17.00, Monday to Friday. The postholder may be required to work outside these hours from time to time.

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### **About the Role**

The Development Director is responsible for contributing to the sustainability and growth of the Collections Trust by raising funds and leading the development of new relationships with external partners based on the objectives in the 2011-15 Strategic Plan.

The key accountabilities for this post are:

- Raising funds
- Representing the Collections Trust with external stakeholders
- Management of staff

#### *General Description of Responsibilities*

The Development Director's key accountabilities are:

### **Raising Funds**

The Development Director is responsible for delivering growth across the Collections Trust's portfolio of income-generating activity, including:

- Reviewing and developing the Collections Trust's partnership & membership programmes to deliver increased revenue
- Reviewing and developing the Collections Trust's retail and publishing activity to deliver increased revenue
- Reviewing and developing the Collections Trust's events programme to deliver increased revenue
- Identifying and exploiting new opportunities for income generation within the scope of the Collections Trust's charitable purpose

## **Representing the Collections Trust**

The Development Director is responsible for enhancing the profile and reputation of the Collections Trust with external partners and stakeholders, including:

- Representation at meetings with external parties
- Representation at conferences and events, including presenting the work of the Collections Trust
- Producing written and other promotion material to promote the work of the Collections Trust

## **Management of Staff**

The Development Director is responsible for providing line-management of staff, and for leading teams drawn from across the Collections Trust, including:

- Supporting staff appraisal and development using the Collections Trust's *Feedback and Development Programme*
- Setting and monitoring performance targets and ensuring timely delivery of team activities to a consistently high standard
- Promoting a positive, respectful and productive working environment

### *Line Management*

The Development Director will report directly to the CEO. The Development Director will be part of the Management Team.

The Development Director will be responsible for the line-management of the Partnerships Manager, the Events Manager and the Online Services Officer.

### *Knowledge and expertise – essential*

The following are required for this post:

- At least 3 years experience in a development role
- Experience of working to and delivering an agreed fundraising plan
- Experience of managing staff or teams
- Proven track-record of delivery
- Excellent written and oral communication skills

### *Knowledge and expertise – desirable*

The following are desirable for this post:

- Understanding of the Collections and Digital agendas in the Creative and Cultural Industries

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### *General responsibilities:*

In addition to the specific responsibilities for this post, the following responsibilities are held in common across all posts at Collections Trust.

- Attending and/or contributing to up to 4 Board meetings per annum
- Providing information/updates for Collections Trust websites when necessary
- General activities in support of the delivery of the organization's work
- Adhering to the principles of quality, accessibility and good customer service in all communications
- Such other additional duties as may reasonably be required from time to time to further the work of Collections Trust

The Collections Trust is committed to providing a culture of respect and equality and a positive and professional working environment. All staff are expected to demonstrate these values in their behavior with internal and external colleagues.