

THE TRAMWAY MUSEUM SOCIETY

JOB DESCRIPTION

JOB TITLE: Fundraising Manager

LOCATION: Crich Tramway Village, with some homeworking

REPORTS TO: General Manager

PRINCIPAL PURPOSE: To be responsible for and lead the Society's overall fundraising programme and strategy, supporting the organization in increasing resources available to fulfil our charitable purposes.

SCOPE OF WORK:

1. Research appropriate and diverse funding opportunities using a wide range of sources
2. Prepare concise and imaginative grant applications to funders whose criteria match the values of the Tramway Museum Society (TMS)
3. To work with partners (including other heritage attractions and tourist venues), maximizing funding streams through joint applications and match funding
4. Represent the TMS, extending its influence and profile with statutory bodies, potential sponsors, and donors
5. Develop imaginative and effective fundraising appeals targeting both Society members and the General public
6. Research and organize creative fundraising events/campaigns including corporate sponsorship
7. Develop an effective and attractive legacy programme for the Society

BUDGETARY RESPONSIBILITIES

None

SUBORDINATES: Variable according to role undertaken at any time.

RELATIONSHIPS:

INTERNAL: All other TMS Personnel, particularly Marketing Manager and Events Manager

EXTERNAL: as required

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JOB DESCRIPTION

Job Holder:

Signed:

Date:

Manager

Signed:

Date