Development Manager (Maternity Cover)

Role information pack
Role summary

Role: Development Manager (Fundraising Manager) Maternity Cover

Location: Hybrid—your time can be split between our office (temporarily at Temple Quay and later on Bristol Harbourside once we reopen), and your home or wherever you like to work.

Department: Development

Report to: Head of Development

Responsible for: Development volunteers as required

Salary: £28,000-30,000 per annum

Contract: Fixed-term maternity cover contract until October 2023

Working hours: Full time - 37.5 hours a week - 1 FTE

About We The Curious

We The Curious is an educational charity and South West England’s leading science centre.

We produce experiences that bring people together to play, get creative with science and explore different ideas.

We work with partners, locally and nationally, supporting people to be inquisitive, develop new skills and improve their wellbeing.

We are progressive, inquisitive, collaborative, playful and creative.
Our mission

Our aim is to connect and empower people through sharing creative experiences which celebrate unknowns in science.

Our work as a charity is driven by five key pledges:

- Cultivate Curiosity
- Include Everyone
- Open Up Science
- Sustainable Futures
- Build Resilience

You can find out more about these in our Manifesto.

About the role

We’re looking for somebody who is collaborative, organised and an excellent communicator to join our small but energetic team of three fundraising staff plus volunteers.

As Development Manager Maternity Cover, you will use your skills in research and persuasion to identify grants funding opportunities, build relationships and write and submit proposals to trusts, foundations, Lottery funders and research councils. Working closely with the Head of Development, you will raise £280,000 for our programme of creative science learning and inclusion projects. In addition, you will work with other teams on projects such as the development of our fundraising database and creating engaging annual impact reports.
What will you do in this role?

Role specific responsibilities

- Identify new grants funding sources, including trusts and foundations, Lottery funders and research councils.
- Cultivate potential funders including phone/online interviews, arranging site visits and delivering presentations to secure their support.
- Prepare and submit high quality funding proposals and budgets in collaboration with projects and finance teams according to the funder timetables and application criteria.
- Once you’ve secured funding, work closely with finance staff to record new income and ensure funding agreements are signed and returned.
- Support the internal CRM team to develop and roll out a new fundraising database.
- Work with the development and projects teams to create funding cases for support for social and educational inclusion projects, capital development, and Open Source Science – our programme where visitors meet academics in venue and shape their ongoing research.
- Work with the Head of Development and Head of Audience on creating the 2021-2022 Impact Report.
- Support funder communication touchpoints including regular updates, reports, recognition opportunities and events invitations to key grants funders.
What will you do in this role?

General responsibilities

• Develop and maintain up to date knowledge of We The Curious’ planned activities for communities and schools to present our work persuasively to funders and partners.

• Responsible for carefully following safeguarding policies and procedures and raising any concerns to manager/Designated Safeguarding Officer.

• General responsibility for departmental compliance with GDPR.

• Occasional out of hours work and travel to events.
What we're looking for from you

- At least three years of fundraising or transferable experience, with success at delivering against financial targets.
- Thrive at networking, building and managing relationships with a range of funders and partners.
- Strong expenditure budget management skills
- Some understanding around using databases and/or data protection
- Experience and confidence in managing multiple projects at the same time.
- Excellent verbal and written communication skills, with the ability to tailor what we do at We The Curious to the interests and needs of funders.
- An interest in our work as a charity, our values and our vision for social and educational inclusion in science.
- Great team player and collaborator, but also happy to work independently and problem solve.
Application process

Deadline for applications: 25th August 2022

Start date: ASAP

Application process: If you would like to apply, please complete the application form. It contains 5 questions to assess your experience and suitability for the role. Please don’t send in CVs or covering letters as we don’t review them.

We appreciate that interviews can be stressful, so we try to make them more of a conversation and a chance for you to tell us about how your skills and experience make you the right person for the role.

If you are invited for interview we’ll send you the questions that you’ll be asked beforehand so that you have time to prepare.

If you have any particular needs or requirements, please do let us know so we are able to make the required adjustments.

If you would like to talk about the role or the application process, please email people@wethecurious.org and/or josie.Forsyth@wethecurious.org
Including everyone

We value the positive impact greater representation will have on our organisation, programmes and culture. It’s our goal to become an inclusive place to work and for our teams to better reflect our city and the people who visit us.

We welcome applications from people of all lived experiences and particularly those that are not well represented* in the science centre sector.

We want to work with you to ensure the recruitment process is accessible for you, please contact us if you have questions about We The Curious, our accessibility or recruitment process at people@wethecurious.org

*By not well represented we mean people with lived experience including but not limited to:

-African and African-Caribbean heritage  
-South Asian and East Asian heritage  
-Other minoritised ethnic groups  
-Disabled  
-Neurodivergent  
-Visually impaired  
-Deaf community  
-LGBTQIA+ and/or non-binary  
-Working class background  
-Didn’t go to university or first in your immediate family to attend University
Working with us

We value the people that work with us. Our staff have access to the following:

Wellbeing & support

- Flexible working
- Hybrid working (if suitable and stated for role)
- Mental Health First Aiders
- Confidential advice & counselling through the Employee Support Programme

Leave

- 25 days holiday in addition to bank holidays (all pro-rata).
- New parent package: 6 months full pay followed by four months half pay for all new parents.

Facilities & discounts

- Free entry to the venue at any time with up to four guests, plus 12 additional entry tickets per calendar year to give away.
- 20% off in the We The Curious café plus £3 lunch deals
- 20% off in our shop
- Range of discounts with local businesses and free entry to other local attractions.
- Free parking
- Secure cycle storage

Pension

We offer a pension scheme with 5% company contributions.

Death in service benefit

Four times your annual salary.