



## Fundraising Officer

The Cynon Valley Museum Trust (CvMT) is a charity formed in 2016 responsible for the operation of the Cynon Valley Museum. The mission of the CvMT is to "promote the education of the local community and beyond in relation to the local history, cultural heritage and the arts of the Cynon Valley".

### Details and purpose of the role

**Job Title:** Fundraising Officer

**Reporting to:** Museum Manager

**Salary:** £23,500 FTE (£11,750 pro rata)

**Term:** fixed term contract until 11<sup>th</sup> December 2023, 0.5 FTE (18.75 hours per week)

**Details:** flexible working hours are available, some evenings and weekends required

The role of the Fundraising Officer is focused on generating income for the CvMT. As an independent charity, the CvMT must raise in excess of £25,000 each year just to keep the doors open. This is partly done through a number of in-house schemes, such as the Museum Shop and Galleries, but the Fundraising Officer's role is concentrated on external income generating schemes, such as large events, corporate support, and membership schemes.

### Responsibilities

#### Business development

- Manage and provide the Museum's corporate sponsorship scheme
- Manage, research and develop new business opportunities for the Museum
- Advocate for the Museum in business networks
- Work to achieve the aims and objectives as set out in the Business Plan

#### Fundraising

- Work with the Museum Manager to set and review the Fundraising Strategy
- Develop a case for support that meets the needs of various audiences
- Identify and develop appeals to support ongoing work as well as special projects
- Develop an online fundraising element of the Fundraising Strategy

