



# DR. JOHNSON'S HOUSE

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17 Gough Square  
London, EC4A 3DE  
Tel: 020 7353 3745

## Development Officer

Part-time, 24-month appointment

### Job Purpose:

Dr Johnson's House is a literary historic house museum and an international treasure that presents a range of learning and engagement opportunities that are relevant to today's world. In the middle of the 18<sup>th</sup> century, this house was home to Samuel Johnson, a much-loved literary giant, and is where he composed his iconic publication, the *Dictionary of the English Language* (1755), amongst many other works. Having been a museum for over 100 years, we are now on the cusp of a transformational initiative to increase access, learning and outreach, as well as diversify and increase audiences and ensure our long-term sustainability. This is a new role that will increase support from individuals, legacies, statutory funders, and foundations at a pivotal time in our history.

### About the role:

This is a new role and has tremendous potential. Located in the heart of the City of London, we are surrounded by potential collaborators and new audiences, and interest in the House and Dr Johnson's work is international. You will help to develop and execute our new comprehensive development strategy and achieve annual targets for capital, programme, and endowment initiatives. The projects you'll seek to fund will have a significant impact on our future and ongoing programming and outreach. We are well positioned to attract a range of individual, foundation and statutory funding and have dynamic leadership to help develop compelling cases for support. You will be making a huge difference to an incredibly important site with untapped potential while demonstrating and building your skills. Training and mentoring will be provided.

### Responsibilities

You will:

- With the Director, write, execute, and report on a development strategy with defined outcomes and targets
- Understand the ethos and needs of the organisation and, with colleagues, develop projects that are compelling and motivational
- Develop, prepare, and submit funding applications to trusts, statutory funders, major donors, and other supporters
- Be responsible for all stewardship including events, communications, and official grant reports
- Create marketing materials and plans for campaigns, regular giving appeals, legacies and donor giving societies
- Research potential individual and organisational donors and create an effective donor management system
- Build relationships with colleagues and donors that are positive and productive
- Liaise with the American Friends of Dr Johnson's House as regards their fundraising activities

Lord Harmsworth – President

Stephen Clarke FSA - Chairman

Dr. Johnson's House Trust Ltd.  
Registered Charity Number 1122396  
Company limited by guarantee

- Ensure that best practices and industry standards are known and relevant systems are implemented and maintained

### **Knowledge, Experience & Skills:**

We are seeking an experienced person that is an excellent communicator with a pro-active, confident, positive approach and strong interpersonal skills. You will enjoy helping an organisation achieve its strategic aims by building relationships with donors and other supporters who share our passion. You will be good at spotting and pursuing opportunities and enjoy working with a wide range of people in an enthusiastic and sensitive manner. You will have:

- At least two years' experience in applying for and managing grants from trusts, foundations, major donors, and/or statutory funders
- Superlative written and verbal communication skills in order to convey a clear message and advocate effectively
- Creativity in identifying opportunities and demonstrable research skills relating to prospect research
- Effective negotiation skills and experience of negotiating with colleagues and external contacts
- Excellent numeracy skills and keen attention to detail

### **The Development Officer reports to the Director.**

This post is part-time with flexible working hours. This will include occasional weekends and evenings. The starting salary is £25,000-28,000 pro-rata, depending on experience.

Please note that this post is subject to an enhanced DBS check.

### **To Apply:**

Please submit a C.V. AND a covering letter which states your suitability and interest in this role.

Send to: recruitment.djh@gmail.com

Closing date for applications: 31 May 2023

Interviews will be held during the week commencing 5 June 2023.

### **Our commitment as an employer:**

Dr Johnson's House is an equal opportunities employer and is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our sector, and for each employee to feel respected and able to give their best.

**Please note that you must be able to demonstrate that you have the right to work in the UK.**