

# The Mills Archive Trust

## Job Description

**Job title:** Development Assistant

**Responsible to:** Director of Programmes & Development

**Responsible for:** N/A

**Works with:** Director of Programmes & Development, Chairman, trustees, staff and volunteers at all levels of the Trust

**Location:** The Mills Archive, Watlington House, 44 Watlington Street, Reading, RG1 4RJ

**Salary:** Up to £21,000 dependent on experience

**Hours:** Full time, 37.5 hours

**Job type:** 2 years, with the opportunity to make permanent subject to performance and funding

## Job Summary

The Development Assistant holds a significant role in the Mills Archive Trust, which depends on fundraising and relationship building for growth and sustainability. The post holder will carry out a variety of tasks related to institutional and individual giving, in line with our vision to become the centre of excellence for learning, understanding, recording and researching the history of mills and milling and the uses of traditional power sources.

Working closely with the Director of Programmes & Development, the Development Assistant will build and sustain meaningful relationships with current and prospective donors. This includes developing membership of the Friends of the Mills Archive, writing grant applications and engaging in audience outreach such as through organising events, training workshops and using newsletters and social media.

This is a varied and rewarding role that will offer the post holder a range of experience and the opportunity to be creative and to help shape this successful and innovative charity.

## Key Responsibilities

- Maintain and develop relationships between the Mills Archive and past supporters and funders, as well as building fruitful relationships with new ones;
- Devise and make approaches to potential donors, both individuals and organisations;
- Develop the Friends of the Mills Archive to attract new supporters;
- Produce promotional materials to support our relationship-building and outreach activities;
- Make presentations to internal and external groups as required;
- Research and write grant applications with the support of the Director of Programmes & Development, and help report on progress to funders;
- Organise supporter events as needed;

- Organise our outreach training workshops and suggest new workshop themes;
- Develop and launch new appeal initiatives;
- Create and maintain a regular newsletter to the Friends and to any other special interest groups with whom we wish to build a relationship;
- Make effective use of newsletters, the website and social media to communicate with and expand our audience and to motivate current and potential donors.

## **Wider Role**

- Work with the Archive team and volunteers to get their support, ideas and contacts to help make sure the whole team is fully engaged with fundraising and development;
- Help to maintain the quality of data on our contact relationship management database and extract useful information from the database to inform and measure fundraising activities.
- Assist in maximizing and processing sales and fees.

## **Person Specification**

The post holder will have:

### **Essential**

- A good degree;
- Relevant fundraising experience in a paid or voluntary capacity;
- Experience in using a variety of social media;
- An excellent command of verbal and written English;
- A strong attention to detail;
- A high level of competence in computer skills, including the use of databases and standard office applications;
- A confident telephone manner and highly-developed communication skills, including the ability to make convincing presentations and to produce suitably-worded letters, emails and other documents to engage with existing and potential funders;
- Good interpersonal skills and the ability to maintain a level of professionalism for interacting with donors, prospects and volunteers;
- Excellent organisational skills, and the ability to operate independently and methodically, and to communicate results clearly;
- The ability to work well as part of a team;
- An understanding of heritage issues and a clear vision of the role of the Mills Archive and its current activities;
- The skills to identify areas of opportunity within existing activities, as well as untapped opportunities, and to communicate these effectively.

### **Desirable**

- Relevant experience in archives or heritage;
- Relevant advertising or marketing experience in a paid or voluntary capacity;
- Experience in writing blogs and/or articles;
- Experience in using contact relationship management databases.