



Fundraising & Development Manager



Hello

National Justice Museum is an independent museum and Public Legal Education provider, delivering education programmes nationally. We are based in Nottingham's Grade II* former Shire Hall/County Gaol, featuring historic courtrooms, a police station and exhibitions exploring the history of justice. We house a nationally significant collection exploring the Criminal Justice System over the last 2 centuries. We empower audiences, providing opportunities to gain knowledge and understanding of the law/justice system.

We also operate the City of Caves, an attraction central to the economic regeneration of the city within the Broadmarsh site. We are involved in discussions around the future of this site and our part in it.

Our attractions are key to Nottingham's tourist economy, attracting visitors who spend time in the city boosting the local economy. In 2018 we became an Arts Council National Portfolio Organisation (NPO). This funding is currently in place until April 2028.

Our public legal education work is central to our purpose and we operate these programmes in our courtrooms in Nottingham, at the Royal Courts of Justice and the Rolls Building in London and across many sites in the North and through our NJM on Tour programme where we have visited 34 locations across the country over the past 18 months. We now see around 30,000 young people each year across our programmes.

We rely on income from several sources, these include ticket sales, retail, corporate events, tenants, fundraising and grants.

We are delighted to have secured a £249,983 grant from The National Lottery Heritage Fund for an exciting heritage project titled **National Justice Museum: Fit for the Future**.

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage.

National Justice Museum: Fit for the Future has been made possible thanks to support from The National Lottery Heritage Fund. Building on the success of the Museum's earlier NJM Reframed project, this investment enables the Museum to implement key recommendations designed to strengthen its long-term financial resilience.



This role has been created as part of that investment. Over the two-year funded period, the postholder will lead fundraising activity to support the museum's exhibitions, learning programmes, collections care, public engagement, and strategic priorities. It is a strategic investment designed to strengthen the Museum's long-term financial resilience by increasing fundraising capacity and developing sustainable income beyond the life of the project.

This is a hugely exciting time to join us as we identify opportunities for growth and establish them.

A handwritten signature in black ink, appearing to read "Victoria Reeves", enclosed in a thin black rectangular border.

Victoria Reeves, CEO



Who we are....

Our vision is: 'NJM has a positive influence on people and their relationship with the law'.

Our purpose is:

'We tell the story of justice through time. We work inclusively and collaboratively with communities, supporting the creation of a fairer and equitable society.'

We empathetically enable people of all ages to extend their understanding of the law and justice system, so they are inspired by their rights and responsibilities to play an active role in society.'

All our work and delivery are underpinned by **our values** which are:

- Innovation that influences people's relationship with the law
- Sustainable in all we do
- Storytelling to engage all our stakeholders whether that be visitors, users, young people, families and local supporters and communities
- Dynamic in our approach to keep what we do relevant
- Creative in the way we solve problems
- Representative of our communities and the issues they care about

We aim to:

- Excel as the national leader of public law education
- Maintain the financial resilience and sustainability of the organisation
- Champion a green agenda and our commitment to environmental sustainability
- Ensure the well-being of our workforce of staff and volunteers
- Use our museum and collections creatively to support our work
- Expand our audience reach and ensure positive and inclusive engagement and representation for all those that engage with us
- Ensure integration, application and engagement with digital technology throughout the organisation



Based	Nottingham, some travel may be required to our other locations
Salary	£35,000
Job title	Fundraising and Development Manager
Direct Reports	n/a
Key relationships	Strategic Leadership Team, Board of Trustees , Head of Marketing and Communications, Hospitality and Event Sales Manager
Reports to	CEO
Contract	Full time, fixed term for 2 years
Purpose of the job	The Development Manager will lead and deliver fundraising activity to support the Museum's strategic priorities, exhibitions, collections, learning programmes and public engagement. Working closely with the CEO, trustees and colleagues across the organisation, the role will develop sustainable income from trusts and foundations, individuals, corporate partners and fundraising campaigns, building long-term relationships that strengthen the Museum's financial resilience and charitable impact.



Key Responsibilities

Fundraising Strategy & Income Generation

- Develop and implement the Museum's fundraising strategy and annual development plan, aligned with organisational priorities.
- Deliver agreed fundraising targets across a diverse range of income streams, including trusts and foundations, statutory funders, individuals, corporate partnerships and fundraising campaigns.
- Identify, research and develop new funding opportunities to diversify income and strengthen the Museum's long-term financial resilience.
- Develop compelling cases for support and prepare high-quality funding applications, proposals and reports.
- Build and maintain a robust fundraising pipeline, monitoring progress and income forecasts against agreed targets.

Trusts, Foundations & Donor Relationships

- Build and maintain strong relationships with trusts, foundations, individual donors, patrons, sponsors and supporters.
- Act as the Museum's principal contact for funders, ensuring excellent stewardship, communication and grant reporting.
- Support the CEO and Board of Trustees in fundraising activity, prospect cultivation and relationship management.
- Represent the Museum at networking events, funding forums and stakeholder meetings to raise its profile and identify new funding opportunities.
- Work closely with curatorial, learning and other teams to develop compelling, fundable projects that support the Museum's strategic priorities.

Corporate Partnerships & Individual Giving

- Identify, secure and manage corporate sponsorships and strategic partnerships.
- Prepare sponsorship proposals, benefits packages and partnership reports.
- Work collaboratively with the Head of Commercial to identify mutually beneficial partnership opportunities.
- Lead the development of the Museum's membership, patron and individual giving programmes, increasing supporter recruitment, retention and engagement.
- Encourage regular giving and legacy support where appropriate.



Performance, Governance & Reporting

- Monitor fundraising performance against agreed targets and KPIs, reporting regularly to the CEO, Senior Leadership Team and Board of Trustees.
- Maintain accurate fundraising records using the Museum's CRM systems and ensure effective pipeline management.
- Ensure compliance with fundraising legislation, the Fundraising Regulator's Code of Fundraising Practice, GDPR and organisational policies.
- Support the planning and delivery of fundraising campaigns, appeals, donor events and stewardship activities.

The Development Manager will become an ambassador for the National Justice Museum, championing its work with funders, supporters and partners and helping to secure the resources needed to preserve its nationally significant heritage and expand its public impact.

Experience

Essential

- Experience in fundraising, development, or income generation within charities, arts, heritage, or cultural organisations.
- Proven success securing grants or sponsorship income.
- Experience managing stakeholder relationships.
- Strong written communication and bid-writing skills.
- Ability to manage multiple projects and deadlines.
- Experience developing successful funding applications to trusts and foundations.
- Experience building long-term donor relationships.
- Ability to develop persuasive fundraising cases for support.
- Experience of developing and managing fundraising pipelines and income forecasts.

Desirable

- Experience in museums or heritage organisations.
- Knowledge of Arts Council England or National Lottery Heritage Fund applications.
- Experience using CRM systems such as Tessitura
- Understanding of philanthropy and donor stewardship.
- Experience working with trustees or fundraising committees.
- Knowledge of the Museum Accreditation Scheme and/or the museum and heritage funding landscape.



Skills & Attributes

- Excellent interpersonal and networking skills.
- Strong organisational and project management ability.
- Confident presenting to supporters and senior stakeholders.
- Commercial awareness alongside commitment to cultural impact.
- Collaborative and proactive working style.

Our benefits

We want our people to enjoy a positive and supportive working experience. As part of our team, you'll benefit from 25 days' annual leave, a NEST pension scheme and hybrid working arrangements that provide flexibility between home and workplace. You'll also have the opportunity to develop your skills, work collaboratively with colleagues and make a meaningful contribution in your role.

Timeline and application process

If you meet the criteria, please read the information carefully and email your CV and a concise application letter of no more than two A4 sides to recruitment@nationaljusticemuseum.org.uk. Your letter should clearly explain how you meet the person specification. If preferred, you may submit a short film of up to five minutes instead.

As we are currently advertising more than one role, please state clearly which position you are applying for. Applications submitted before 8th September will not be acknowledged until then due to annual leave.

Closing date for applications is 5pm 23rd September 2026.