

Development Manager: Trusts and Foundations

Candidate Information Pack

Department:	Development
Status:	Permanent, part-time, 28 hours per week, Monday to Thursday (0.8FTE). Applications to work full-time, 35 hours per week, Monday to Friday, will also be considered.
FTE Salary Band:	c.£44,000 per annum (pro-rata), plus benefits
Location:	St James's Square, London SW1. Hybrid working is possible, with 3-4 days in the Library preferred
Reports to:	Director of Development
Key relationships:	Wider members of the Development Team PA to the Director (Chief Executive) Library staff, especially Finance, IT, Collections and Discovery, Membership, Marketing, Communications, Programmes, and Acquisitions External contacts including trustees, prospects, members and supporters and visitors to the Library

The London Library is an independently funded membership organisation. It has successfully achieved its goals to eliminate an operating deficit in recent years, which has included developing and growing its membership, the outreach and access programmes and the care of its collections and archive.

Under an ambitious Executive Team and a strong board of Trustees, led by Chair Simon Godwin, the Library is in the middle of a £7 million capital campaign to transform some of its spaces and allow for a growth in membership and partnerships, underpinning its charitable purpose.

Revenue fundraising is essential, and the team raises income through a patrons programme, grants from trusts and foundations, philanthropic gifts, legacies and a biennial appeal to members.

The Library has developed a major giving strategy, which is attracting regular philanthropic gifts towards programming, collection projects, other revenue costs and the capital campaign.

You will be supported by an active and supportive team and work alongside the Director of Development. A new CRM system, adopted in early 2024, enables enhanced prospect and donation management.

Purpose:

- Manage two important strands of the Library's Development operation: Trusts and Foundations, and Legacies
- Oversee the Trusts and Foundations strategy and solicitation to maximise grants and income from grant giving bodies, including statutory funders
- With the support of a Senior Development Officer, manage the Library's Legacy programme, develop and implement strategies to promote legacy giving, steward legacy pledgers and grow the number of legacy pledgers

Key Duties:

Trusts and Foundations

- Work closely with Library colleagues to develop high quality and robust project proposals in line with the Library's aims and objectives
- Portfolio Management: Manage a portfolio of trusts, working closely with the Senior Fundraising Operations Manager, Senior Major Gifts Manager, and Director of Development
- Prospect Research: with the support of the team, identify and research potential funders based on previous knowledge and funders to the Library, working with volunteer leadership. Undertake prospect research on grant giving bodies and their trustees and staff in coordination with the Senior Fundraising Operations Manager
- Cultivation and stewardship: Develop impactful relationships with key contacts at grant giving bodies, coordinate opportunities for onsite visits and tours, work closely with the Development Events and Venue Hire Manager to identify suitable event invitation opportunities, respond to requests for information and lead in the cultivation of prospective funders
- Information Gathering: Ensure effective information-gathering for the production of approaches and reports, and record and feedback this information to Fundraising colleagues.
- Reporting and Communications: Co-ordinate and develop reports to grant giving bodies to ensure that funders are fully informed of project or grant outcomes, implement a system of year-round communication with grant-giving bodies

Legacies

- Strategy: With the support of the team, develop, implement and oversee the Legacy Giving strategy to increase legacy pledgers and the Library's legacy income long-term.
- Stewardship: Manage legacy pledgers and build relationships with legacy pledgers through a series of events and communications, including one to one meetings
- Promotion: Actively promote legacy giving through managing tailored events and communications in the Library's magazine, e-newsletter and other promotional tools
- Reporting: Ensure that appropriate and accurate records and statistics are kept up to date to inform understanding of the effectiveness of the legacy fundraising programme

Other Duties

- Contribute to the development and implementation of the wider Fundraising Strategy
- Work with external stakeholders, including trustees and supporters as required, to facilitate this role
- Deepen knowledge of the Library and its membership to answer queries and give tours to prospective members as required
- Contribute to and attend supporter events to help solicit charitable trusts
- Attend and contribute to regular Development Team meetings, and Library events and activities, both onsite and offsite
- Keep up to date with giving trends for charitable trusts and continuously develop your skills base as a charitable trust and legacy fundraiser
- Undertake other administrative tasks and projects as required for the efficient running of the department
- CRM: Ensure that appropriate and accurate records and statistics are kept up to date to inform understanding of the effectiveness of the fundraising operation
- Undertake any other duties as may be reasonably required by the Director of Development or the Director of the Library

The job description set out above may be subject to amendment at the discretion of the Director of the Library.

Person Specification

	Desirable	Essential
Qualifications		
• Good numeracy: GCSE Maths (Grade A-C) or equivalent		✓
Experience and Knowledge		
• Previous trust fundraising experience or transferrable strong persuasive writing skills from another job		✓
• Ability to meet deadlines		✓
• Track record in relationship building externally (clients/donors) and internally (programme delivery staff) including customer or donor care experience		✓
• Track record in meeting income targets in a fundraising setting, or other transferrable setting		✓
• Experience of CRM systems	✓	
Skills and Abilities		
• Excellent written communication skills		✓
• Ability to draft cases for support and produce accurate supporting documents		✓
• Ability to plan, prioritise and carry out work effectively to meet deadlines		✓
• Attention to detail and meticulous concern for accuracy		✓
• Ability to work independently and supportively as part of a team		✓
• Excellent IT skills (MS Office, email, Internet) and a proven ability to learn new systems quickly		✓

Application and selection procedures

Selection process

If you have any queries or wish to have an informal discussion about the role before applying, please contact Claire Rudman (HR Manager) on 020 7766 4754; claire.rudman@londonlibrary.co.uk.

Timetable

Deadline for applications to be received: 09 October @12 noon

Interview dates:

15 October 2026

To Apply:

Please download the application form from our website, complete all three sections and send them.

by email to: *vacancies@londonlibrary.co.uk*

by post to:

Vacancies
The London Library
14 St James's Square
London SW1Y 4LG

Key Information

Hours of Work, Pay and Benefits

Hours of work

28 hours per week (0.8 FTE), Monday to Thursday.

The Library is open 9.30am-9pm Monday and Tuesday, 9.30am-5.30pm Wednesday to Saturday.

Salary

c. £44,000 per annum (pro-rata).

Annual Leave

36 days (pro rata), including 11 days for public holidays and when the Library is closed.

Pension

The Library operates a Group Personal Pension Scheme. Details may be seen at the Library. Eligibility to join and entitlement to benefits is subject to the rules of the scheme.

Life Assurance

The Library operates a Group Life Assurance Scheme, which in the event of death whilst employed by the Library, will pay out a lump sum of 4x annual salary to the employee's nominated beneficiaries.

Cash Health scheme

All employees will be enrolled into our cash health scheme which allows members to reclaim the cost of medical expenses such as dental fees and prescription charges as well as access to a 24-hour employee assistance service.

Season tickets and bicycle loans

(subject to a qualifying period)

Interest-free loans for the purchase of season-tickets and/or bicycles for travelling to and from work.

Access to collections

The facility to make full borrowing use of the Library's collections (up to 10 books at a time) and online resources.

Book binding

Staff may take advantage of discounts on binding personal books may also be arranged.

Training & Development

The Library is committed to the support and development of all staff. We aim to ensure that all members of staff not only have the knowledge, skills, and experience necessary to be successful in their jobs, but also to fulfil their career potential.

Rest facilities

Staffroom with small kitchen and dining area offering free tea and coffee-making facilities.

Appendix – GDPR Privacy Notice

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under Data Protection Legislation in the UK (including the UK GDPR and Data Protection Act 2018). Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information?

The London Library ('Company') is a 'data controller' and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information.

About the information we collect and hold

The table set out in Part A of the Schedule below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e., before making an offer of employment unconditional, how, and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and those of our third-party service providers.

How long we keep your information.

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful, and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see *our data protection privacy notice (employment)*.

Your right to object to us processing your information.

Where our processing of your information is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation. If you object, we can no longer process your information unless we can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

Please contact vacancies@londonlibrary.co.uk if you wish to object in this way.

Your rights to correct and access your information and to ask for it to be erased.

Please contact vacancies@londonlibrary.co.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our HR team for some but not all the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our HR team will provide you with further information about the right to be forgotten if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our HR team can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

THE SCHEDULE
[ABOUT THE INFORMATION WE COLLECT AND HOLD]

Part A

Up to and including the shortlisting stage.

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (i.e., address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details
Your racial or ethnic origin, sex, and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee
Information about your health, including any medical condition, health, and sickness records	From you	Legitimate interest: to carry out a fair and non-discriminatory process Necessary for performance of rights and obligations in connection with employment	To carry out a fair and non-discriminatory recruitment process – to see if there are any adjustments that can be made to the recruitment process

Part B

Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time, and attendance, from references obtained about you from previous employers and/or education providers Δ	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory, and corporate governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel
Information regarding your academic and professional qualifications Δ	From you, from your education provider, from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information Δ	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
Information about your health, including any medical condition, health, and sickness records	From you	Legitimate interest: to ensure intrinsic elements of the role can be met To enter into/perform the employment contract Necessary for performance of rights and obligations in connection with employment	To ensure intrinsic elements of the role can be met To establish if any reasonable adjustments can be made

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked 'Δ' above to us to enable us to verify your right to work and suitability for the position.