



Job Description – Fundraising Officer (Part-Time)

Position: Fundraising Officer

Organisation: The Keep Military Museum, Dorchester, Dorset

Job Type: Part-time – including occasional weekends.

Contract Type: Fixed Term – 12 Months (14 hours per week)

Salary: £12.60 per hour

Supervised by: Director

Location: Hybrid – Dorchester (DT1) and Remote Working

Background

The Keep Military Museum aims to become the one of the leading museums in the south west, inspiring the public by describing the history of war and conflict through the experience of the soldiers of Devon and Dorset and their families and communities. Unfortunately, the museum has been closed to the public since the end of 2024, due to issues with The Keep building. The Museum has recently received a National Lottery Heritage Fund grant to concentrate on resilience until the museum reopens in 2026. The museum has recently received funding from The National Lottery Heritage Fund to undertake a Resilience Project during this period of closure.

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. The Resilience Project, of which this role is a part of, is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we have been able to create this position in support of this project.

Purpose

As Fundraising Officer, your work will focus on generating income and developing relationships with new and existing stakeholders. Reporting to the Director, you will be responsible for developing and implementing the museum fundraising strategy and subsequent campaigns, including grant applications. and research into commercial opportunities.

The role is Fixed Term for 12 months, working between 10:00 and 17:00 each Wednesday and Thursday, although we can be flexible on the days of the week if required.

Key responsibilities

Fundraising: Support the Director in writing and submitting high quality bespoke grant applications. Identify potential sources of revenue, including commercial, sponsorship and grant givers. Responsible for launching and running effective fundraising campaigns with the general public and supporter groups, working with the digital content producer and outreach officer

Communication: Foster new and develop existing relationships with a variety of stakeholders, including trusts and foundations, corporates, major donors and the general public.

Strategy: Working with the Director, develop and launch a new fundraising strategy, to maximise long-term income generation for the museum. Undertake research into future commercial activities.

Volunteers and Support: Work closely with members of museum staff and volunteers to support and promote activities and projects.

Qualifications and Experience

- Experience of working within a fundraising role
- Experience of writing grant applications within the heritage/non-profit sector
- Proven track record of meeting financial targets
- Knowledge of best practice in fundraising

Personal Skills and Attributes

- You will be a good co-operator with other staff, but happy to work independently on your projects.
- You will be adaptable - able to respond quickly and effectively to unfamiliar and changing situations with a positive attitude.
- You will have problem solving skills and work with initiative, and have the ability to challenge constructively where necessary.
- You will have excellent verbal and written communication skills and work and communicate effectively and appropriately with everyone.
- You will have strong customer relationship management skills and care.
- You will possess strong IT skills (able to use MS Office applications and social media platforms).

Due to the nature of the role, candidates must be flexible and able to work on occasional evenings and weekends.

As part of the museum Resilience Project, we are also recruiting for a part-time Digital Content Producer and a Fundraising Officer. Employment would be considered for the right candidate to take on dual roles.

How to Apply:

Please send a CV and covering letter setting out how you meet the requirements of the role to:

Elliot Metcalfe director@keepmilitarymuseum.org

Or by post:

FAO Elliot Metcalfe
Keep Military Museum
Barrack Road
Dorchester
DT1 1RN

Please also contact Elliot if you would like a preliminary discussion about the role or if you have any questions.

Closing Date: Monday 25th August 2025, 17:00.

Interviews: Week commencing 1st September 2025