

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Research Development Officer

Post No: NAM 236

Person Specification

CRITERIA	STANDARD	E/ D	EVIDENCE
Experience & Knowledge	<p>Proven record of securing external funding for a heritage, higher education, research institute, or similar organisation.</p> <p>Experience of producing a case for support and other fundraising marketing materials.</p> <p>Experience of building relationships and engaging with key stakeholders at all levels.</p> <p>Experience of grant management, including funding applications, delivery and reporting.</p> <p>Experience of contract negotiation, drafting and agreement.</p> <p>Budget management experience.</p> <p>Experience and understanding of fundraising ethics and standards.</p>	E	Application and Interview
	<p>Experience developing and implementing a fundraising strategy.</p> <p>Experience of researching and developing new income streams and sources of funding.</p> <p>Experience of planning and delivering development or fundraising events.</p> <p>Knowledge of research council and heritage funding schemes.</p> <p>Familiarity with Salesforce or similar CRM systems.</p>	D	Application and Interview

Skills & Abilities	<p>Excellent written and verbal communication skills, with the ability to distil complex information into a compelling case for support.</p> <p>Excellent presentation and interpersonal skills with the ability to network and communicate confidently, effectively and persuasively to a wide range of stakeholders.</p> <p>Ability to work independently to deadlines, often under pressure.</p> <p>Excellent organization and project management skills, able to prioritize and work with a portfolio of projects.</p> <p>Computer literacy, preferably with knowledge of MS Word, Excel and PowerPoint.</p>	E	Application and Interview
Aptitudes	<p>Proactive and innovative.</p> <p>Results-driven, able to work under pressure and deal with ambiguity.</p> <p>Collaborative, seeking to lead working relationships across teams.</p> <p>Integrity and professionalism, with meticulous attention to detail.</p> <p>Credibility with potential funders.</p>	D	Interview
	<p>An interest British military history and a commitment to the Museum's mission.</p> <p>Willingness to travel to NAM Collections Centre in Stevenage, and any necessary national or international travel.</p> <p>Willingness to work occasionally outside of regular business hours if required.</p>	E	Application and Interview