

The Society of Architectural Historians of Great Britain

ROLE VACANCY: FUNDRAISING AND DEVELOPMENT OFFICER (TRUSTEE)

The Trustees and Executive Committee of the Society of Architectural Historians of Great Britain (SAHGB) are seeking a Fundraising and Development Officer, with a proven track record of delivering projects in a similar field, to act as Trustee with a seat on the main Executive Committee.

The Society is at an exciting juncture in its history. We have a highly energised team poised to develop and deliver a number of initiatives, ranging from expanded educational funding to strengthening and broadening our programme of public and professional events. We are refining our digital offer, beginning with a re-design of our website, and we are developing a package of work to promote Equality, Diversity and Inclusion in our discipline. We have also recently undertaken a review of our governance to develop effective and agile decision-making and co-ordination.

We welcome applications for the role of Fundraising and Development Officer from individuals of all backgrounds, with a keen interest in architectural history. We particularly encourage applications from under-represented communities in architectural history and our feeder sectors.

OUR MISSION

The Society of Architectural Historians of Great Britain exists to:

- REPRESENT** architectural history in the United Kingdom
- INSPIRE** a lifelong enjoyment of architectural history for all
- ENGAGE** diverse audiences through professional and public programming
- PROMOTE** architectural history at all levels in education, research and publishing
- ADVOCATE** for an inclusive architectural history for the public benefit

OUR ORGANISATION

As the principal subject association for architectural history in the United Kingdom and as a registered charity, we promote the discipline of architectural history through advocacy and charitable giving. We advocate for the subject in higher education, heritage and conservation bodies, and museums and galleries. We award grants to support research and publication, and we are the only organisation of our kind in the UK to award a significant number of annual bursaries for postgraduate study. These awards and scholarships are open to all.

The Society is run by an Executive Committee (Board of Trustees) and four Standing Committees:

- Learning, Education and Research
- Finance, Membership and Management

- Digital, Content and Communications
- Journal and Publications Management

These Standing Committees and their Sub-Committees are run by an active and growing body of volunteer Officers and co-opted members. We currently employ one part-time administrative assistant, line-managed by the Secretary.

Please click [here](#) for a link to our Articles of Association.

OUR MEMBERSHIP

As a membership organisation, we provide opportunities for gathering and exchanging knowledge and ideas about architectural history. Our members study the history of architecture and the built environment of all times and places, and do so from a wide variety of disciplinary perspectives and institutional settings. We organise a diverse programme of events for our membership and the public, and provide a members' magazine, *The Architectural Historian*. We publish and disseminate research and scholarship through our leading peer-reviewed journal, *Architectural History*, by funding publications, most recently the Twentieth Century Society's 'Twentieth Century Architects' series, and across a growing number of other media and platforms.

OUR OFFER TO YOU

This may be your first trustee role. We hope that in return for your commitment of time, energy and knowledge, you will gain

- Broad experience of charity operation and governance
- Consolidated experience of committee work
- Enhanced professional and academic networks
- Deeper understanding of the practice of architectural history across the UK
- Leadership experience

You may be offered a mentor to support your personal development in the role.

ROLE DESCRIPTION

Remuneration and Time Commitment

The position of Fundraising and Development Officer is voluntary role for a fixed term of one year, normally renewed year-on-year as appropriate.

The extent of the time commitment for this role is dependent upon the individual and how involved they wish to become with the Society's activities. It requires a minimum of 3 hrs per week, in addition to 4 x quarterly Executive Committee Meetings, normally January, April, June, September, on Friday afternoons, 1-5pm in London.

Travel expenses are reimbursed by the Society.

Responsibilities

As a Trustee of the charity your responsibilities will be to:

- Act – in common with the rest of the Executive Committee – as a trustee with fiduciary responsibility for the charity. Responsibilities include:
 - Acting as a trustee and company director of the Society
 - As such approving the annual budget and accounts
 - As such collectively reporting to the membership at the AGM
- To attend quarterly Executive Committee meetings and participate in Committee work

As Fundraising and Development Officer you will be expected to:

- Work with Committee Members to help plan the ongoing development of the Society and to advise on appropriate forms of fundraising and giving. The role involves the implementation and administration of this work
- Develop a clear and dynamic 'Case for Support' for the Society as a whole and exercise leadership in promoting this within the organisation and outside of it
- Participate in the Finance, Membership and Management Standing Committee and chair its Fundraising and Development Sub-Committee
- Sit on other cognate Sub-Committees and Panels, including the Member Relations Sub-Committee and PhD Scholarships Panel *inter alia* to advise colleagues on fundraising opportunities and potential partnerships
- Stewardship: ensure existing supporters experiences high-quality interactions with the Society that foster long-term engagement and investment
- Work with Membership Sub Committee to cultivate an active and engaged membership which is predisposed to giving – one-off, regular and legacy

Tasks

- Devise and implement a fundraising and development strategy to support the Society activities (especially its PhD Scholarship programme) as part of a wider Corporate Strategy, working closely with the Treasurer and Education Officer
- Work closely with the Membership Officer to grow and engage our Membership

- Work closely with the Communications Officer to promote appeal campaigns and develop clear mechanisms for giving online and in person
- Research and target potential donors, sponsors, trusts and foundations whose criteria match the society's aims and activities
- Research and write detailed applications which meet those objectives
- Write and submit progress and evaluation reports, as well as collect and collate information and testimonials from past and present PhD Scholars
- Establish proficient means of measuring success and execute effective evaluation reports
- Establish clear systems to ensure regular applications are made
- Manage and track donor contact and preference information

PERSON SPECIFICATION

Essential

- Understanding of and commitment to the SAHGB and its fundamental objectives
- Fundraising experience with a track record of project delivery
- Ability to build and maintain collaborative professional partnerships, as well as with individual donors
- Excellent written and verbal communication skills
- Strong interpersonal skills, including flexibility, receptivity to diverse opinion, collaborative working

Desirable

- Experience of budget management, annual business planning, and investment
- Experience in project management, including a sound knowledge of current digital tools and management systems