

Development Manager (Waterfront Transformation Project)

RECRUITMENT PACK

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Development Manager (Waterfront Transformation Project)

Directorate	Strategy & Major Projects
Department	Major Projects
Reporting To	Head of Development
Salary	£41,825 per annum
Contract	Fixed term for up to 18 months
Working Hours	37 hours per week
Probation Duration	6 months
DBS Check Required	Basic
Holiday Entitlement	30 days plus public holidays
Location	Liverpool (Hybrid)
Closing Date & Time	Thursday 11 June 2026 at 12:00 noon
Interviews	Tuesday 23 June 2026

About the Role

National Museums Liverpool is delivering one of the most significant heritage-led regeneration projects in the UK, and we are seeking an exceptional fundraiser to play a pivotal role in realising our ambitious vision.

The Waterfront Transformation Project is our most important transformation in over a decade, representing more than £100 million of investment into the redevelopment of the International Slavery Museum, Maritime Museum, and Canning Quaysides and Dry Docks.

Liverpool's waterfront has always been a place of movement, exchange and connection – a meeting point of people, stories and ideas. Our vision is to create an immersive and seamless journey that stirs curiosity, empathy and pride, where the International Slavery Museum, the Maritime Museum, and Canning Quaysides and Dry Docks become living, breathing spaces that invite reflection, dialogue and discovery.

This project has received significant support from a range of funders, including The National Lottery Heritage Fund, the Ministry of Housing, Communities and Local Government, the Department for Culture, Media and Sport, and The Wolfson Foundation. With strong confidence in the project's funding profile, we are preparing to launch the public phase of the campaign, deepen engagement with major donors, and increase its profile at local, national and international levels.

The Development Manager will play a central role in supporting the Head of Development (Capital Campaigns) to deliver the fundraising strategy for the Waterfront Transformation Project.

The successful candidate will be a proactive, results-driven fundraiser with a demonstrable track record of securing significant gifts, developing and managing high-quality prospect pipelines effectively, and consistently meeting or exceeding income targets. You will be confident initiating approaches, securing meetings with

prospective donors and partners, and maintaining momentum across a busy portfolio of opportunities.

You will bring energy, resilience and strong personal accountability, driving activity forward at pace. You will maintain regular engagement with donors, confidently engage high-value individuals, and build strong relationships that inspire long-term support for the project.

We are looking for an exceptional communicator who can champion the project, working confidently with senior stakeholders and presenting a compelling case for support to funders, both in writing and in person.

You will also demonstrate strong organisational and analytical skills, with the ability to effectively monitor and report on fundraising activity, manage complex donor pipelines, and use insight and data to support income reporting, forecasting and decision-making.

We are seeking individuals with a track record in major gifts, capital campaigns, philanthropy or strategic fundraising. You will be comfortable operating at a strategic level, building relationships with philanthropists, trusts and foundations, corporate partners and public sector stakeholders. You will bring experience of developing compelling funding propositions and stewardship strategies, alongside strong project management, reporting and communication skills.

Key Responsibilities

- Manage and grow a pipeline of prospective donors capable of making five- to six-figure gifts in support of the Waterfront Transformation Project, and support the Head of Development on lead gift approaches (£1 million+).
- Develop and implement tailored cultivation, solicitation and stewardship plans to achieve agreed targets and campaign objectives.
- Proactively identify, secure and lead meetings with prospective donors, partners and supporters to build long-term relationships and investment in the project.
- Prepare compelling written proposals, presentations and cases for support that clearly communicate the vision, impact and ambitions of the project.
- Work closely with the Head of Development to maintain momentum across all fundraising activity, demonstrating initiative, professionalism and a results-focused approach.
- Collaborate with colleagues across the Capital Development team and Audiences & Media teams to support delivery of the public phase of the campaign, increasing visibility and profile with key audiences and supporters.
- Monitor, track and report on fundraising activity, pipeline performance, donor engagement and income against targets, ensuring accurate and timely record-keeping.

You'll Be Expected To

- Adhere to the standards expected of all public services as defined by the HM Treasury publication "Managing Public Money". Those standards are honesty, impartiality, accountability, openness, accuracy, reliability, transparency, objectivity, integrity and fairness.
- Assist in developing and implementing our commitment to Equality, Diversity

- & Inclusion and promote non-discriminatory practices in all aspects of work.
- Continue to grow your knowledge and skills through the undertaking of professional development, which is established with your manager through an annual performance development review.
- Fully understand and adhere to all of National Museums Liverpool's policies, procedures and guidelines in your day-to-day work, including Security, Health & Safety, Equality & Diversity and Safeguarding. You will also actively uphold the Museums Association Code of Ethics.
- Perform additional duties from time to time, as required.

People Management

- No people management responsibilities.

Impact & Influence

- Deliver income targets in line with the Waterfront Transformation Fundraising Strategy and action plan.
- Increase awareness among colleagues of the role fundraising plays in supporting the organisation's strategic ambitions and delivering positive public outcomes.

Decision Making

- Ensure decisions align with the objectives of the funding plan.
- Provide regular updates on priorities to the Head of Development (Capital).

Communication & Networking

- Build and maintain relationships with high-level stakeholders and supporters, including Leadership Team members, Trustees and Capital Development Committee members.
- Communicate clearly and effectively with both internal and external stakeholders.
- Ability to represent the project internally and communicate both the project-specific and wider National Museums Liverpool messaging to external funders.

Resource Management

- Maintain awareness of budget considerations when organising events or delivering fundraising campaigns.

Qualifications

- No formal qualifications required.

Experience & Knowledge

- Proven track record in major gift fundraising, philanthropy or high-value partnerships.

- Demonstrable experience of proactively building and managing a prospect pipeline, including identifying leads, securing meetings and progressing relationships to successful outcomes.
- Strong understanding of donor cultivation, solicitation and stewardship strategies, with the ability to tailor approaches to different donor motivations.
- Experience of working with senior stakeholders, trustees or high net worth individuals.
- Experience of monitoring, reporting and analysing fundraising activity, using insight to inform strategy and drive results.

Skills

- Excellent writing and editing skills, with the ability to produce persuasive content.
- Strong negotiation skills with both internal and external stakeholders.
- Ability to manage deadlines effectively and support colleagues to do the same.
- Strong research skills.
- Ability to gather and interpret project information to support fundraising applications.
- Proficient in using Microsoft Office 365 applications, including Teams, Word, Outlook, Excel and PowerPoint.

Behaviours & Competencies

- Proactive and self-motivated, with the ability to drive work forward independently.
- Resilient and adaptable in response to challenges and changing priorities.
- Collaborative in approach, working effectively across teams to achieve shared goals.
- Results-focused, with a clear sense of ownership and accountability.

Additional Information

- Location: Hybrid working – including both the use of in-venue hot desking and meeting facilities in Liverpool City Centre and working from home.

We work in line with the Disability Confident scheme and are committed to actively promoting and implementing equality of opportunity in all that we do. We value diversity and treat everyone fairly and equally. We ensure our recruitment process is inclusive and accessible, and we welcome applications from all backgrounds. We support our staff through unexpected life changes by providing an Employee Assistance Programme and reasonable adjustments that enable continued employment.

This job description is intended as a guide to the nature of the work required of the prospective employee. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may be required in the future.

Employee Benefits

- Civil Service Pension Scheme
- 35% staff discount in all our Cafés
- 25% staff discount in all our Shops
- Employee Assistance Programme
- Employee Recognition Schemes (including Good Deed Feed)
- Employee Benefits Portal: High Street discounts, retailer discounts, locally negotiated discounts, Cycle to Work Scheme, Travel Loan Scheme, Eyecare Scheme and Smart Pay Scheme
- Access to The Charity for Civil Servants
- Access to the Civil Service Sports Council (CSSC)
- Comprehensive training and development
- Recognition of two Trade Unions

Staff Groups & Committees

- Equality Diversity & Inclusion (EDIG)
- Global Ethnic Majority (GEM)
- Disability & Mental Health
- Emeriti
- LGBTQ+
- THRIVE Engagement
- Ethics
- Environmental & Sustainability Taskforce

How to Apply

If you're still interested in becoming part of National Museums Liverpool, then what are you waiting for? You can apply for this role through our online recruitment platform before the closing date.

Don't forget to provide an up-to-date CV along with a supporting statement completed within the application form that outlines why you're suitable for this role – highlighting relevant experience, knowledge and skills in response to the requirements set out in the recruitment pack above.

If you require an alternative method of application, or assistance with our online recruitment platform, please contact the People Team at Recruitment@liverpoolmuseums.org.uk.

Candidates who have concerns about the recruitment or selection process, including potential breaches of our policy or issues relating to fairness, accessibility, safeguarding or conduct, should raise these with the People Team in the first instance via the email address above. Concerns will be handled sensitively, reviewed promptly, and responded to in line with National Museums Liverpool's commitment to fair and transparent resourcing practices. Where appropriate, matters may be escalated in accordance with our wider governance and safeguarding procedures.

Get to Know Us

Our people are at the heart of National Museums Liverpool, and each employee makes a difference every day. Together we create memorable experiences for everyone and challenge expectations.

We pride ourselves on being a place for everyone, where we can be our true selves in a supportive environment and do our best work. We are always aiming higher, aspiring to be more representative of the communities we serve. Through our people, we are building a culture that embeds trust, respect and inclusion, helping us to evolve as an organisation every day.

With seven extraordinary museums and galleries housing and caring for over 4 million objects of international importance, exciting exhibitions, exquisite events and imagination-inspiring learning, we are certainly never dull. We hold in trust and safeguard some of the world's greatest museum collections, which are universal in their range – covering everything from archaeology and ethnology to natural and physical sciences, fine and decorative arts, maritime, social and industrial history.

Whether you work in our shops and cafés, at our events, in our visitor experience, engagement, producing and communicating teams, or curating and caring for our collections, you can be sure of an interesting, engaging and encouraging environment in which to thrive and be proud.

You should find everything you need in this recruitment pack to help you decide whether you share our values and possess the right skills, experience and knowledge to be successful in this role. Don't forget to explore liverpoolmuseums.org.uk, where you'll find a whole host of other information that will help you discover more about who we are and what we do.

We look forward to receiving your application.

Laura Pye
Director

Mission

To create memorable experiences, for everyone, challenging expectations.

Vision

National Museums Liverpool is a group of very different and wide-ranging museums and galleries. Established more than 150 years ago as a complement and counterbalance to the museums in London, it was brought together in 1986 as a nationally funded group, as a symbol of hope and regeneration and because of the global importance of our collections.

We are seven exceptional museums and galleries, sharing important stories from ancient times to today through our more than four million objects.

As an organisation we are **Welcoming, Honest and Educational**, and as a team we are **Trustworthy, Respectful and Inclusive**.

By 2030, we want to be the best museum “league” in the world. A league recognised as the best of the best—like the Champions League, the NFL, or the Premiership—we want our museums and galleries to be places that everyone wants to see and that all stakeholders want to be associated with. In our buildings and online, we will have world-class displays and engagement programmes that make everyone feel welcome. “Off the pitch”, our world-class collections and colleagues will be supported to be their best and given great facilities. We will embrace the fact that each “team” in our league is unique, with its own fan base and individual stars. Collectively, we want to be a league that all museums will aspire to be part of and that is recognised externally as a leading example.

In delivering this vision by 2030...

- we will have the most representative audience and colleague profiles within the museums sector in the UK.
- we will engage over ten million people each year: more than four million visitors to our museums and galleries and a further six million through digital engagement, touring exhibitions and outreach.

- we will be a place where people want to work, are happy to work and proud to work together.
- we will generate over £50,000 a day, more than half our turnover, through commercial business, grants and gifts.
- we will ensure that we provide great facilities to look after our valuable collections and colleagues, with accommodation fit for the next 30 years.
- we will encourage all schools in the Liverpool City Region to visit at least one of our museums and galleries each year.
- we will celebrate the unique identities and collections of our museums and galleries, play to their strengths and delight their different audiences.
- we will be recognised as a valued leader of cultural and economic growth for the city, the city region and the north of England, and as one of the world’s finest museum groups.

Aims

To achieve our mission and vision we will focus on six strategic aims:

- Be more representative
- Be more self-sufficient
- Provide memorable experiences
- Partner and influence
- Engage and empower
- Be more sustainable

We recommend reading our Strategic Plan to find out more about our ambition.

Useful Links

- [Our Story](#)
- [Our Venues](#)
- [Strategic Plan & Annual Performance](#)
- [Senior Staff](#)
- [Board of Trustees](#)
- [RESPECT Group](#)
- [Partnerships](#)
- [Reports & Policies](#)