



Natural
History
Museum

Candidate pack

Philanthropy Executive (Trusts & Foundations)



Full time, permanent

About Us

The Natural History Museum is one of the world's best-loved visitor attractions, as well as a leading science research centre and commercial event space. We use the unique collection of more than 80 million objects we look after and our unrivalled expertise to tackle the biggest challenges facing the world today. Each year we welcome more than five million visitors from around the world to our sites in London and Tring.

We're at a pivotal moment in our history. Our new strategy sets out our ambition to play a central role in tackling the increasing threats facing the natural world. We have ambitious plans leading up to our 150th anniversary in 2031 and are looking for talented people who share our mission and are excited to help drive these changes. Along the way, we aim to offer you a supportive and nurturing environment, with the opportunity to be part of a high-performing team. We're dedicated to providing opportunities for personal progression through our learning and development programmes and are committed to identifying and providing opportunities for internal progression.

Diversity and inclusion matter to us

We welcome applications from everyone! Diversity, inclusion and the feeling of belonging matters to us. By attracting people from a broad range of backgrounds we can continue to look at the world with fresh eyes and find new ways of doing things. We offer a stimulating and professional working environment. All our staff work to embody our behaviours of being curious, ambitious, pioneering, teaming up, acting with pace and sharing the wonder.

We know we have more to do, but we're committed to making sure that everyone who works here feels valued, respected and that they can thrive.

Thriving at the Museum: the way we work

Our vision is a future where both people and planet thrive. To accomplish this, we're delivering an ambitious strategy by 2031 to create advocates for the planet. To achieve this shared goal requires each of us to behave in ways that help everyone to thrive. We are proud to work at the Museum and have identified the qualities we all need to embody to reach this shared ambition.



We're ambitious. To make a difference on a global scale we have to push the boundaries and be big and bold not only in our thinking but in the goals we set. We act with integrity, but this doesn't mean we're rigid or inflexible. We drive ourselves and others to be excellent at what we do and identify opportunities to make a difference to the organisation wherever we can.

We're curious. We never stop learning. We ask questions to advance our understanding, skills and professional knowledge and look outwards beyond the organisation to learn from others. We seek out and actively listen to different perspectives and to take time to reflect. We're thoughtful and always receptive to new ideas and ways of working.

We share the wonder. We are captivated by the natural world, proud of our treasures and trusted guardians of our collections. We relish telling stories to inspire others. We're passionate about what we do, sharing our own knowledge and expertise. We're proud of where we work and never take this for granted.

We're pioneering. We're not afraid to try something new. We experiment, embrace complex problems and use good judgment and evidence to innovate and take risks. Always adaptable, we're ready to change our approach. We don't dwell on setbacks or get preoccupied with problems – we find solutions.

We team up. We respect the expertise of others and recognise that we produce the strongest outcomes when we put the best ideas together. We trust each other, keep things simple and make it easy for others to do the right thing. We empower and support each other, sharing information, skills and experience so that all of us are equipped to succeed. We never let difficult moments develop into bad working relationships.

We act with pace. We prioritise action, are efficient and always focus our efforts where we know we can make the biggest impact. We don't wait to be told what to do - we take the initiative and deliver on our responsibilities with momentum. We're decisive and once a plan is set, we all get behind it to make it a success.



Role Summary

Development Group generates philanthropic and sponsorship income to help us create a Natural History Museum for the future – investing in capital development, attaining vital acquisitions for the collection, transforming our galleries, developing innovative exhibitions and undertaking ground-breaking scientific research on issues that affect us all.

The Museum is looking for an ambitious and self-motivated individual for the role of Philanthropy Executive (Trusts and Foundations). Working alongside an approachable and highly successful Philanthropy team, reporting into the Philanthropy Manager (Trusts and Foundations), the role will support the team in the Trusts and Foundations income stream, as well as managing your own portfolio of five-figure funders. You will focus on supporting the wider Trusts and Foundations team with donor stewardship and administration. Alongside this, you will have your own portfolio of 5-figure funders and prospects and maintain a high level of organisation and excellent communication to build both internal relationships and external relationships with donors and prospects.

You will work closely with colleagues in the Philanthropy team and wider Development Group across varied income streams whilst also building successful working relationships with colleagues at all levels across the Museum. The role will be line-managed by the Philanthropy Manager (Trusts and Foundations) with guidance from the Senior Philanthropy Manager (Trusts and Foundations).

The role will provide substantial opportunity for professional development within a worldleading cultural organisation.

Main tasks and responsibilities

- Raise income from existing and prospective 5-figure Trusts and Foundations assigned to your portfolio, in line with agreed personal targets and KPIs and contributing to the Philanthropy team's current annual target of £7m+.
- Steward a portfolio of 5-figure Trusts and Foundations by drafting day-to-day communications and sending event invitations and writing stewardship reports.
- Ensure that Raisers Edge is updated regularly and in line with the requirements for each event or activity and work closely with key database managers to ensure records are kept up to date.
- Support the Senior Philanthropy Manager (Trusts and Foundations), wider Philanthropy team, Head of Philanthropy and Director of Development with event invitations, meetings, visit and event organisation, the delivery of events and writing briefings ahead of donor meetings.
- Support the wider Philanthropy team with Raiser's Edge data-inputting and gift administration, including gift processing, acceptance and due diligence forms.

General

- Stay informed of key developments within the sector by monitoring government and third-sector policies and relevant publications.
- Attend evening and occasional weekend meetings and events, as required within the nature of the post.
- Assist with other duties that may be reasonably required

What we're looking for

Essential

- Proven organisational and administrative skills delivered with accuracy and attention to detail.
- Ability to prioritise tasks and manage workload in an efficient and timely manner.
- High level of professionalism, discretion and an ability to interact with donors.
- Excellent standard of written and spoken English.
- Flexible and adaptable working methods and the ability to adopt new skills and processes in a fast-paced environment.
- Excellent understanding of IT skills, including PowerPoint, Word and Excel.
- Ability to work well as a member of the team as well as on own initiative.
- Ability to act as an ambassador for the Natural History Museum amongst a range of high-profile external contacts.

Desirable

- Experience of securing and managing grants from trusts and foundations.
- Experience with Raisers Edge database.
- Experience within a fundraising department in the museums, galleries or charity sector

Key information

Salary: £32,732 per annum, grade 5

Hours: Full time, 36 per week

Contract: permanent

This is a hybrid working role so you will be expected to divide your time between home working and working on-site at South Kensington.

The Museum supports flexible working.

All positions at the Natural History Museum are conditional subject to receipt of:

- Proof that you are legally entitled to work in the UK
- A Basic Disclosure Check from the Disclosures and Barring Service (DBS)
- Satisfactory references covering the last 3 years of your employment or education
- Health clearance

Our benefits

In addition to competitive salaries, we offer a wide range of benefits to help you thrive both personally and professionally.



Wellbeing and work-life balance

- Generous annual leave allowance of 27.5 days holiday plus public holidays
- Enhanced sickness pay to support you through periods of illness
- Wellbeing provision including Mental Health First Aider support and regular learning sessions on wellbeing topics
- Flexible working and hybrid working arrangements where the role allows
- A 24/7 employee assistance programme including face to face counselling sessions
- Occupational health advice and support
- Eye care vouchers for display screen users
- Supportive policies to help you manage life events, for example becoming a carer, menopause, transitioning at work



Financial

- Generous defined contribution pension scheme with employer contribution up to 10% of salary
- Life insurance that will pay 4 times your salary to a beneficiary in the event of your death in service
- Season ticket and cycle loans to help you spread the cost of cycling to work
- Rental deposit loan scheme – to help you spread the cost of a deposit on a rental property
- 20% discount in our NHM shops both online and in store
- Discounts in our on site restaurants and coffee shops, and use of our staff canteen at South Kensington
- Discounts at local shops and restaurants within the South Kensington area



Cultural and lifestyle

- Free entry with your NHM staff pass to a wide range of museums and galleries across London and around the UK
- Every staff member is entitled to 10 complimentary tickets each year to give to friends and family
- Access to the Civil Service Sports and Social Club for a small monthly fee, offering a range of benefits such as discounted tickets to visitor attractions and gym membership discounts
- Access to the NHM Sports and Social Association for a small fee which provides access to our fitness centre at South Kensington and a range of activities and clubs including football and yoga



Family friendly

- Enhanced pay for maternity, paternity and adoption leave
- Flexible working and hybrid working arrangements where the role allows
- Supportive policies to help you manage fertility treatment
- Paid special leave to help you manage unexpected life events or to make caring arrangements

How to apply

To apply, please complete an online application through our [recruitment portal](#).

The closing date for applications is 1 February 2026.

First stage assessment for this role is likely to take place in week commencing 16 February.

How we hire

We want everyone to be able to perform at their best throughout our hiring process. We've put together some information about how we hire as well as tips for completing your application and taking part in our assessment process. You can find this information on our careers site [here](#).

Reasonable adjustments

We welcome applications from disabled candidates, and are committed to adapting our recruitment processes to make sure all candidates can perform at their best. If you require adjustments to our application process or require materials in a different format, contact us at hrteam@nhm.ac.uk.

If you need adjustments to the assessment stage of our hiring process, indicate this on your application form and we'll contact you before the assessment to put these in place.

We're part of the Disability Confident Scheme and guarantee an interview to all disabled candidates who meet the minimum shortlisting criteria for the role.