

The Heritage Alliance

Head of Development

Job Description and
Person Specification



Key Information

Contract: Permanent

Line Manages: Bid-Writer

FTE: 0.8 FTE

Salary: £36,000 per annum, (£45,000 pro-rata)

Leave: 25 days FTE per annum, in addition the Heritage Alliance Office closes between Christmas and New Year.

Line Manager: Chief Executive Officer (CEO)

Place of Work: The Heritage Alliance Office, Central London, EC4M (Flexible working arrangements considered)

Further information: For an informal chat about the role, please contact Guy Foreman on guy.foreman@theheritagealliance.org.uk or Delphine Jasmine-Belisle on Delphine.JB@theheritagealliance.org.uk

Why take on this role?

Are you a strategic fundraising and development professional with a passion for culture and heritage? Do you excel at building sustainable income streams and nurturing funder relationships while identifying opportunities for growth?

As the membership body representing over 220 independent heritage organisations across England, the Alliance provides an important voice and support for the sector. This new **senior role** is created as part of a split of the former Membership and Development combined post, now giving the Alliance dedicated, focused fundraising and development leadership.

The successful candidate will focus on income generation and diversification, funder relationship management, building project funding, and ensuring the financial sustainability the Alliance needs beyond the current grant cycle. Working closely with the CEO and Finance Manager, and **line-managing a dedicated Bid-Writer**, you'll help shape our next business plan and more broadly how the Heritage Alliance sustains itself and grows its support for the sector over the coming years.

This role offers the opportunity to build relationships with stakeholders across the heritage landscape, from policymakers to practitioners. You'll be instrumental in securing the resources needed to strengthen our organisation and the sector's sustainability and resilience, particularly as we collectively navigate a challenging funding environment.

This **permanent role** is ideal for a results-driven professional looking to effect genuine change at the heart of the heritage sector while developing their own strategic leadership skills. The opportunity exists to grow and develop the role along with the organisation.

Why join the Heritage Alliance?

- You will help shape UK Heritage strategy and deliver sector impact from day-one.
- You can build a wide network of high-level heritage and fundraising professionals in an organisation operating at the heart of the sector.
- You will work as part of the senior management team, leading strategic organisational decisions within a supportive and collaborative team culture and working directly with the Board.
- The role offers a great opportunity to develop your career as the organisation itself grows.

Key Tasks

Development and Fundraising

- Lead the implementation of the Alliance's fundraising and development strategy, ensuring sustainable and diverse income streams.
- Managing and working with the new Bid-Writer to successfully grow core grant income through targeted applications to trusts, foundations, and statutory bodies, including funders such as Swire and the Pilgrim Trust.
- Develop and secure funding for the Alliance's next significant sector-support project (e.g. Finance, Governance, or Digital Skills) and respond proactively to new funding opportunities as they arise in the heritage sector.
- Manage the delivery of the Sector Capability strategy, including identifying sector support projects to fundraise against and deliver.
- Work with the Head of Membership, and rest of the SLT, to manage and deliver the Operations plan for the organisation, with specific focus on the development stream.
- Cultivate relationships with existing and potential funders, managing the complete funding cycle from prospect research and relationship building through to application submission and funder reporting.
- Lead on all funder reporting, to ensure timely submission of high-quality reports that demonstrate impact and value for money.
- Work with the Head of Membership, the Membership and Event Coordinator to oversee and manage event income generation, including the recruitment and management of event sponsors and corporate partners.
- Involvement in delivery and securing a legacy for the outputs of the NLHF 'Creating Connections' Resilience Grant project



Key Tasks

Finance and Planning

- Work collaboratively with the Finance Manager to track income against targets, manage development budgets, and ensure accurate financial reporting.
- Support the CEO and Finance Manager with strategic financial planning to ensure the organisation's long-term sustainability.
- Identify opportunities to scale up the development function as new income is secured, including potential increases in FTE
- Coordinate, with the finance manager, the delivery of the organisation's annual report and accounts.

Senior Leadership

- Contribute to the strategic leadership of the organisation as a key member of the senior management team.
- Contribute to the creation of a new strategy and business plan for the organisation.
- Lead on the production of Board reporting on development income and grant progress, including coordinating and compiling staff contributions to the organisational dashboard.
- Line-manage project staff as appropriate, providing guidance, support, and professional development.
- Represent the Heritage Alliance at high-level external meetings and events with funders, policymakers, and sector leaders.
- Work alongside the Head of Membership in developing membership support and growth for the organisation.
- Support the CEO in cultivating and maintaining strategic partnerships that enhance the Alliance's position and influence in the heritage sector.

This job description may change as the post, or the needs of the business, develop. Such changes will be subject to consultation between the post holder and their manager.

Key Competencies

Essential

- Significant experience in fundraising, with a strong track record of securing grants from trusts, foundations and/or statutory bodies
- Excellent proposal and report writing skills, with the ability to craft compelling, evidence-based narratives
- Experience managing funder relationships across the full cycle, from prospect research and relationship-building through to application and reporting
- Experience of working collaboratively with senior stakeholders, both internally and externally
- Strong financial acumen
- Strategic thinking, with the ability to spot and respond to emerging funding opportunities
- Excellent organisational, problem-solving and time management skills, with the ability to manage multiple priorities
- Strong verbal communication skills and a confident presentation manner

Desirable

- Experience working in the heritage, cultural or charity sector
- Experience of line management and team leadership
- Knowledge of the UK funding landscape for heritage and cultural organisations
- Background in preparing comprehensive reports for boards, funders or similar audiences
- Experience delivering grant-funded projects (e.g. National Lottery Heritage Fund)
- Awareness of charity governance and compliance requirements
- Knowledge of current trends in philanthropy and charitable giving
- Experience creating and managing budgets
- Experience managing projects from conception to evaluation, including budget responsibility



Recruitment Process

To Apply:

Please download and complete our Application Form and submit with a recent CV to Lizzie Glithero-West, CEO at lizzie.glithero-west@theheritagealliance.org.uk

Closing Date: Monday 12 October, 5pm

Shortlisted candidates will be contacted by Friday 16th October

Interviews: will be held in-person in our London Offices on w/c 19 October 2026

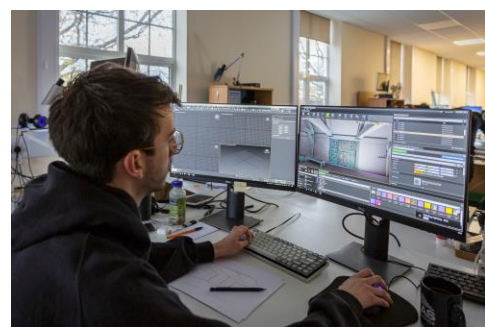
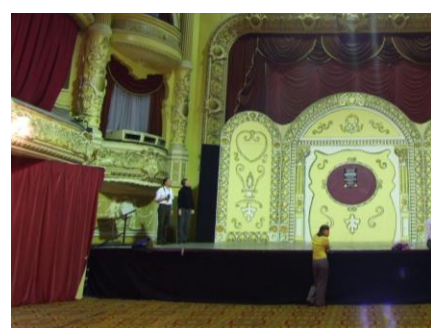
Equal Opportunities:

The Heritage Alliance is fully committed to the provision of [equal access and opportunity](#) as an employer. We welcome applicants from diverse communities and backgrounds.

About Us

The Heritage Alliance

“The Heritage Alliance brings together the heritage sector. There is strength in unity.”
(Member Survey 2023)





Our Vision

For a society in which England's historic environment and wider cultural heritage is valued, supported and able to enrich everyone's lives.

We believe this can be achieved through the sympathetic, sustainable and imaginative stewardship of the past around us by a vibrant, independent heritage sector that is fit for the future.

Our Mission

To champion the independent heritage sector to policy makers and opinion formers, building a shared, deep and nuanced understanding of the importance and value of all kinds of heritage.

To inspire and catalyse action, supporting independent heritage organisations to achieve their full potential through enhanced sustainability, resilience and capabilities, and enabling networking and shared learning amongst practitioners across the sector.

Our Members see us as a supportive organisation for the breadth of the sector

Members Testimonials

"A much needed and vital support and advocacy role linking sector with Government and bringing sector together."

"THA provides information on everything to the sector. Because of you, we know what is going on."

"THA facilitates the sector to become greater than the sum of its parts."

"The Heritage Alliance is such a great resource to the sector. It reminds all of us that we're not alone"

"A huge facilitator in helping my organisation to spread its mission across the heritage sector."

"A loud and clear voice on heritage matters"

Adjectives members use to describe the Heritage Alliance



Our sector support projects

2015-2017



2007- ongoing



2020-2021



2020-2023



2021-2022



2021-2022



2021-2022



2023



2023-2024



2774
Organisations



5683 Participants



95 workshops



179 webinars and
resources



23791 Downloads
and Viewings



5427 Survey
Responses



The Heritage Alliance's Capability Building Strategy

In the next 3 years, we will:



Develop new sector support programme around Finance, Leadership and Governance



Collaborate with others to support further digital support programmes



Signpost and support initiatives around green skills



Explore how we can support a coordinated offer across the sector

Impact of our Capability-Building Work

Improving Resilience in Times of Crisis

- 74% indicated that **121 support helped to mitigate the impact** of Covid-19 and cost-of-living pressures (Rebuilding CoL Extension)
- 78% agree that their **organisation's resilience was improved** because of reviewing and adjusting plans (Rebuilding CoL Extension)

Growing Confidence and Skills across the Heritage Workforce

- Before taking part, 68% of applicants reported a lack of confidence in their learning. **This dropped to 8%** by the time they had completed the programme. (Rebuilding)
- 92% of participants saw **improvement in digital skills, confidence and resilience** (Heritage Digital Academy)
- 93% felt **motivated to use digital skills** at work after training (Heritage Digital)

Trusted and Recommended Programmes

- 90% of respondents gave the consultancy and training a **rating of 4/5 or 5/5** (Rebuilding CoL Extension)
- **95% would recommend** the programme to other heritage organisations (Heritage Digital Academy)
- 98% of respondents scored **trainers knowledge** a rating of 4/5 or 5/5 (Heritage Digital)



Our Flagship Events



Heritage Day is a leading annual sector conference, run by the Heritage Alliance for over 10 years.

Our flagship event offers heritage leaders, staff, and volunteers a unique forum to hear from decision-makers, gain skills, and foster connections.



Heritage Debate offers the chance for all those interested in heritage to come together and explore key challenges facing the sector.

It brings sector leaders, professionals, volunteers and students together for cross sector insight, connection and to find solutions to key challenges facing the sector.