Head of Development

Candidate Pack

HAREWOOD



harewood.org

Photo credit Lee Beel

HAREWOOD

ABOUT HAREWOOD

Harewood House Trust is an educational charity which engages 250,000 visitors every year through our outstanding collections, with a 30-year commitment to contemporary programming that links them. It is one of England's finest 18th century country houses, with a magnificent collection of fine and decorative arts; an accredited museum, with a nationally designated collection, it is also the family seat of the Earl and Countess of Harewood.

As an educational charitable trust, Harewood's key objectives are:

- to preserve for the benefit of the public the House, Gardens and Collections
- to promote the study and appreciation of the arts and sciences
- to provide facilities for recreation.

Alongside the care, conservation and interpretation of the core collection, Harewood runs a series of innovative exhibitions of contemporary as well as historic art. The Trust also has a commercial arm that manages its trading operation including major outdoor events, conferences, corporate functions, fine dining, cafés and other retail and food outlets throughout the site.

In the 18th century, Edwin Lascelles used profits from the Transatlantic trade in enslaved people and its associated industries to build Harewood House. Today, Harewood House Trust strives to acknowledge this abhorrent history and its ongoing impacts on our local communities and across the world.
We actively celebrate and collaborate with a diverse range of individuals and groups to ensure that Harewood is an ally for all audiences, artists and collaborators who have faced discrimination and inequality, breaking down barriers to ensure Harewood is as inclusive as possible for all our audiences.

REIMAGNING HAREWOOD

Reimagining Harewood aims to encourage a more diverse range of people to experience and engage with our heritage, improve understanding of Harewood's history, enhance and heal our historic landscape and support Harewood's long term financial and environmental sustainability.

We will achieve this through capital works, new gardens, new interpretation and displays and engagement activities that will remove barriers to access and participation. A new visitor centre in the existing Grade II Bakehouse will not only be conserved and restored for the future, but it will also become an important touchpoint for all visitors, offering accessible and welcoming facilities and inclusive interpretation co-designed with descendant and local communities. Harewood's landscape will be healed with improved biodiversity; and historic sightlines between the House, Bakehouse and Courtyard restored. Restored Pleasure Grounds and a new signature garden, the South Garden - will elevate our outdoor offering, ensuring that our gardens provide year-round interest and engagement.
More information can be found at https://harewood.org/about/future/

HEAD OF DEVELOPMENT

Responsible to Deputy CEO

Hours 40 hours per week, Monday to Friday with occasional evening and weekend work

Salary £47,000 per annum

Contract Permanent

Job Summary

The Head of Development will lead Harewood's fundraising and development activity, grow sustainable income and build the relationships and fundraising capacity required to support the Trust's long-term ambitions.

Working closely with the CEO, Deputy CEO, Senior Management Team and Board, the Head of Development will develop and deliver a diverse fundraising strategy encompassing trusts and foundations, statutory funding, major donors, individual giving, Patrons, legacies and corporate partnerships.

A key priority will be supporting the successful delivery of the Reimagining Harewood capital campaign, working in close partnership with the specialist Reimagining Harewood Fundraising Consultant. The Consultant will provide specialist capital campaign expertise and advice, while the Head of Development will bring relevant capital fundraising experience and ensure the campaign is integrated with Harewood's wider fundraising activity and relationships and helps build sustainable fundraising capacity beyond the life of the project.

The Head of Development will own Harewood's ongoing development strategy and revenue fundraising programme, ensuring that opportunities generated through Reimagining Harewood are used to establish lasting relationships with donors, funders and partners.

The postholder will oversee the full fundraising cycle, from prospect development and compelling cases for support through to stewardship, reporting and evaluation. They will strengthen Harewood's fundraising processes and ways of working, developing proportionate and effective approaches to pipeline management, prospect tracking and reporting as the development function grows.

As a member of the Senior Management Team, the Head of Development will contribute to wider organisational strategy and will lead and support the Fundraising Executive.

Responsibilities

Fundraising strategy and leadership

· Develop and deliver Harewood's overall fundraising strategy, working with the CEO, Deputy CEO and SMT to establish clear priorities, income targets and growth plans.
· Build Harewood's long-term fundraising capacity, developing the relationships, processes and approaches required to generate sustainable income.
· Lead Harewood's ongoing revenue fundraising across trusts and foundations, public funding, philanthropy, individual giving and corporate support.
· Monitor fundraising performance and pipeline against agreed targets and provide clear forecasts and recommendations.
· Identify emerging opportunities and funding risks and respond strategically.
· Contribute to wider organisational planning and leadership as a member of the SMT.

Reimagining Harewood and capital fundraising

· Work in close partnership with the Reimagining Harewood Fundraising Consultant to support delivery of the capital campaign and the fundraising required to progress to a Heritage Fund delivery-stage application.
· Bring relevant capital fundraising experience to the campaign, working confidently with the specialist Consultant, CEO, Deputy CEO and project team.
· Ensure clear coordination between the capital campaign and Harewood's wider fundraising activity, donor relationships and prospect pipeline.
· Develop and manage agreed prospects and relationships, with clear ownership between the Head of Development and specialist Consultant to avoid duplication.
Work collaboratively on compelling cases for support and cultivation of appropriate donors and funders.
· Use the capital campaign to build long-term relationships and fundraising capability for Harewood beyond the Reimagining project.
· Ensure capital fundraising activity is appropriately recorded, coordinated and reported.

Trusts, foundations and public funding

· Identify appropriate trusts, foundations and public funding opportunities and develop compelling cases for support.
· Build and maintain a strong pipeline of prospective funders in collaboration with colleagues across Harewood.
· Lead the preparation of high-quality funding applications and proposals and ensure reporting requirements are met.
· Work with the Deputy CEO to ensure Heritage Fund reporting deadlines and claims are met.
· Ensure appropriate due diligence and risk assessment processes are followed.

Philanthropy, individual and corporate giving

· Develop Harewood's approach to major donors, individual giving, legacies and corporate partnerships.
· Identify, cultivate and steward donors, Patrons and corporate supporters whose interests and values align with Harewood's charitable purpose and ambitions.
· Develop and oversee Harewood's Patrons programme, creating opportunities for Members and supporters to deepen their relationship with Harewood.
· Develop appropriate donor cultivation and stewardship activity linked to Harewood's programme and strategic priorities.
· Improve individual giving opportunities and supporter journeys across Harewood.

Governance, reporting and fundraising operations

· Provide clear and timely fundraising reports, forecasts and pipeline information to the CEO, SMT, Board and Reimagining Harewood Project Board as appropriate.
· Maintain accurate and practical records of prospects, approaches, relationships, funding applications and stewardship activity.
· Strengthen Harewood's fundraising processes and tools over time, introducing more effective approaches where these will improve fundraising performance and efficiency.
· Ensure funder and donor reporting is accurate and timely and supports strong long-term relationships.
· Ensure fundraising activity complies with relevant charity, fundraising and data protection requirements and Harewood policies.
· Support trustees to contribute effectively to fundraising through introductions, networks and donor cultivation.

Team leadership and collaboration

· Line manage and support the Fundraising Executive, setting clear priorities and supporting their development.
· Work collaboratively across Harewood to ensure fundraising is connected effectively with programme, collections, marketing, commercial and project activity.
· Work constructively alongside external consultants and specialist advisers, maintaining clear responsibilities and avoiding duplication.
· Foster an ambitious, collaborative and accountable approach to development across Harewood.



PERSON SPECIFICATION

Essential = E, Desirable = D EXPERIENCE, SKILLS + KNOWLEDGE	
Significant fundraising experience within a charity of not-for-profit organisation, ideally within the heritage, arts, culture, environment or visitor attraction sectors	E
Experience of developing and delivering a multi-strand fundraising strategy, including setting income targets, developing pipelines and monitoring performance.	E
Experience of contributing significantly to a capital fundraising campaign, with an understanding of a major gift cultivation, campaign planning and prospect management	E
Demonstratable success in securing significant funding from trusts and foundations, statutory funders and/or major donors	E
Experience of developing compelling cases for support, funding applications and proposals.	E
Experience of cultivating and stewarding funder and donor relationships.	E
Experience of working effectively with senior leaders, trustees and external stakeholders	E
A confident and credible relationship builder, able to estable authentic long-term relationships with donors, funders, partners and colleagues.	E
Excellent written and verbal communication skills, with the ability to make a compelling case for Harewood and it's work.	E
Strategic and entreprenueurial, with the ability to identify opportunities and translate them into deliverable fundraising activity.	E
A collaborative and confident leader, able to work effectively alongside specialist consultants and senior colleagues with the judgement to establish clear roles, share ownership and expertise, and maintain focus on agreed organisational priorities.	E
Able to operate strategically and independently, knowing when to take ownership, whento collaborate and when to escalate decisions.	E
Strong organisational and project management skills, with the ability to manage competing priorities and deadlines without requiring close day to day supervision.	E
Financially confident, with the ability to set and monitor income targets, budgets, forecasts and fundraising performance.	E
Confident using Excel and other digital tools to manage fundraising pipelines, prospects and reporting with the ability to develop practical and proportionate fundraising processes as the role grows.	E
Resilient and solutions focussed with the ability to respond positively to changing circumstances.	E
Highly organised, proactive and accountable	E

PERSON SPECIFICATION

Essential = E, Desirable = D

EXPERIENCE, SKILLS + KNOWLEDGE	
Experience of leading a significant capital fundraising campaign	D
Experience of working on a Heritage Fund or other major public-funded project	D
Experience of developing major donor, Patrons, legacy, individual giving and/or corporate fundraising programmes	D
Experience of working within heritage, musuems, arts, culture or the environmental sector	D
Experience of working as part of a Senior Management Team	D

OUR VALUES

Caring – demonstrate quality in your own work, showing support for those around you, respecting audiences and colleagues, showing empathy

Together – showing a commitment to team work, collaboration, belief in an organisation's mission and vision, living brand values

Adventurous – demonstrate energy and zeal in your attitude to work, being proactive, having a curious mind, being confident in your decisions, embracing innovation

Challenging – showing a commitment to high standards with rigour in your own work, learning from every opportunity, proactively questioning to ensure best results



Photo credit Matt Simm

CONTRACT TERMS & BENEFITS

Contract	Permanent
Notice after probation period	3 months
Annual leave entitlement	25 days plus bank holidays (pro-rata for part-time employees)
Location	Harewood House Trust, Harewood, Leeds, LS17 9LG. Harewood is 7 miles outside of Leeds and accessible by public transport: goodjourney.org.uk/attraction/harewood-house/
Employee benefits	Enhanced maternity, paternity and adoption entitlements; Enhanced sick pay entitlements; Employee Assistance Programme; Access to complimentary passes for other Treasure Houses of England + Yorkshire's Great, Houses, Castles & Gardens properties; Staff discount in onsite cafés + retail outlets; Free parking.
Pre-work checks	Two satisfactory references Evidence of right to work in the UK



FURTHER INFORMATION

If you would like an informal discussion about this role, please contact recruitment@harewood.org

NEXT STEPS & HOW TO APPLY

Please submit an application form and an equality and diversity monitoring form before the closing date to recruitment@harewood.org. On your email header, please state you are applying for the, 'Head of Development' role.

C.V's will not be accepted.

Harewood House Trust is a Disability Confident Employer and any applicants who identify as disabled and meet the essential criteria will be offered an interview. If you would like to declare you have a disability in order for this to be taken into consideration, or if you require any reasonable adjustments for any part of the recruitment process, please let us know.

Closing date: 16th November 2026 by 5 pm

HOW WE INTERVIEW

- All candidates and applications will be considered and responded to within a reasonable time frame.
- We encourage all candidates to apply and make the interview process accessible according to different candidates' needs.
- Interviewers will give their pronouns during the introductions.
- After the interview, we will provide feedback to unsuccessful candidates within a reasonable time frame.

Thank you for reading this pack. We look forward to hearing from you!

disability confident COMMITTED



For more information please contact
recruitment@harewood.org

HAREWOOD

Registered charity in England no 517753

harewood.org

Photo credit Tom Arber