

Job Title:	Head of Fundraising and Development
Remuneration:	£43,000 - £47,000, gross per annum
Contract:	Full time, Permanent (40hours a week)
Line Manager:	Chief Executive
Role reviewed:	May 2026
Direct Reports:	Development Manager and Development Officer

The Opportunity

Are you ready for your next challenge?

Are you looking to join a dedicated team working at pace to safeguard a nationally important heritage visitor attraction?

Birmingham Botanical Gardens has successfully secured over £18m against its £19.45m (RIBA3) capital investment project and has gathered significant momentum in its fundraising journey.

We are now heading into the corporate and individual giving phase of our fundraising strategy and are searching for a dynamic and successful Head of Fundraising and Development. Could this be you?

About Birmingham Botanical Gardens

Birmingham Botanical Gardens (BBG) is one of the UK's most significant historic Botanic Gardens. Situated one mile from the city centre, the 15-acre Grade II* listed landscape is home to around 30,000 plants and has served as 'Birmingham's Garden' for nearly two hundred years.

Following a successful funding award from the National Lottery Heritage Fund, the independent charity is embarking upon a transformational £19.45 million project, 'Growing our Green Heritage', to restore the Gardens' glasshouses, enhance visitor infrastructure and amenities, improve sustainability and expand public access to education, horticulture, heritage and nature in a unique green space in the heart of the Midlands' region. Over the next five years, this iconic Birmingham green space will safeguard and redisplay its world-class living collection and deepen the connection between local people and their urban natural heritage.

Job Purpose

The Head of Fundraising and Development will drive voluntary income and manage our fundraising and partnerships portfolio, supporting the stewardship of relationships with some of the UK's biggest foundations and a range of corporate and individual supporters.

The role will manage new and existing relationships, prepare grant and awards applications and reporting, and evolve our corporate, public and individual giving to support the growth and diversification of our fundraising opportunities.

The successful candidate will be part of the Senior Leadership Team and demonstrate a strategic mindset and collaborative approach, alongside strong organisational skills and meticulous attention to detail. They must have experience in growing and diversifying income streams and converting new interest into long-term, sustainable, support.

The role will work closely with the CEO, Director of Enterprise, the Senior Leadership Team, and all departmental staff, to secure restricted and unrestricted resources for both the Gardens 'Growing Our Green Heritage' major capital investment project and annual operations to ensure that the Gardens remains sustainable for the long term.

Eligible candidates should have a passion for fundraising and a strong track record in securing major grants and donations, with a focus on individual and corporate giving and philanthropy. They will foster strong relationships with national trusts and foundations, high-level partners, co-deliver excellent funding applications and reports, and provide written and verbal updates with precision and confidence.

The Gardens support hybrid and flexible working, and the candidate will be based at least three days per week at Birmingham Botanical Gardens.

Responsibilities

- Lead and manage BBG's fundraising strategy, driving voluntary income that supports the charity's priorities, developing a compelling case for support and strong pipeline of donors aligning their interests with BBG's mission.
- Deliver agreed strategic budget targets, co-ordinating and collaborating with the Senior Leadership and Development Teams.
- Strategically lead the Development function, managing the Development Manager and Development Officer, and other staff as required; planning and managing development priorities, stewardship, calendar, and budget.

- Develop and deliver applications and digital/processes to raise funds from trusts and foundations, individual philanthropists and givers and corporate supporters.
- Manage relationships, and provide excellent stewardship and reporting to existing funders to maintain long-term support for BBG.
- Develop and deliver key fundraising and partnerships events and deliver exceptional donor stewardship.
- Be responsible for BBG's development database/records for all UK activity.
- Ensure compliance with UK Fundraising Regulator and Code of Fundraising Practice and maintain standards of excellence in fundraising at BBG.
- Work closely with the finance, commercial, communications, to ensure all relevant stakeholders are consulted in grant applications and reporting.
- Work closely with all internal departments to fully understand the organisational aims, day to day operational requirements and related fundraising opportunities.
- Manage and deliver timely reporting, communications, and updates internally and to funding partners and stakeholders.
- Manage and develop other existing UK income streams, including mass giving alongside the communications/external PR team.
- Identify, develop and manage additional UK income opportunities, including with smaller trusts and foundations.
- Collaborate with the Head of Finance, Director of Enterprise and fundraising team to manage income forecasts and financial reporting.
- Attend and represent the fundraising team at Trustee meetings.
- Be present in person at Birmingham Botanical Gardens 3 days per week, promoting a positive, collaborative working culture.
- Ensure a strong commitment to the organisation's values and vision.
- Keep abreast of relevant developments in botanic gardens, the heritage and cultural sector, and the fundraising and development sector, maintaining up to date knowledge, understanding and networks.
- Play an active leadership role in the wider professional community nationally and internationally, for example by contributing to sector networks, professional associations, conferences, etc.
- Proactively engage in continuous CPD, seeking out opportunities and positively engaging in learning and development opportunities in consultation with the CEO.

- Other tasks as needed to support development and organisational objectives.

Candidate Requirements

Education/work experience:

- Proven track record of securing major funds (six and seven figure) and building and maintaining strong donor/funder relationships.
- Substantial professional experience in fundraising and development, ideally in the heritage, arts or environmental space (essential).
- Experience writing successful multi-year grant applications, alongside robust budgets, for trusts and foundations (essential).
- Experience managing charitable foundation relationships, delivering detailed and timely reports, and managing ongoing communications as required (essential).
- Experience managing major and corporate giving.
- Experience in prospecting, managing and analysing research on fundraising opportunities.
- Experience co-developing and diversifying fundraising opportunities.
- Experience of collaborative working with a range of departmental staff to create appropriate fundraising projects and applications.
- Good existing relationships with environmental trusts and foundations (preferred).

Skills & Knowledge:

- Excellent external relationship building, including confident networking skills, and organised and positive relationships with funders outside of scheduled reporting.
- Excellent written and verbal communication, with the ability to understand and distil complex material and detailed campaigns for fundraising purposes.
- Strong focus on spotting and cultivating new institutional fundraising opportunities

- Strong internal stakeholder management, adept at involving relevant teams (leadership, commercial, finance, communications, engagement) to develop funding applications.
- Confident and proficient using CRM platforms or other grant management tools.
- Good understanding of Fundraising Regulation, ethical fundraising, data privacy, code of fundraising practices and codes, and other relevant regulation.
- Strong prioritisation and project management skills, with ability to manage multiple tasks and workstreams effectively.
- Excellent attention to detail and commitment to accuracy.
- Proactive and self-motivated, with a strong drive to meet and exceed fundraising targets.
- Ability to work well both independently and as part of a small, close-knit team.
- Flexible, adaptable and enthusiastic, with a positive, proactive attitude.
- Person-centred, team-centred collaborative approach
- Good understanding of the principles of Justice, Equity, Diversity and Inclusion, and a proven commitment to improving these in the heritage/environmental space.
- Integrity and the ability to work with confidential information with discretion.

All offers of employment are conditional upon the successful completion of reference checks.

Application Deadline: 24th June 2026

First Interviews w/c 6th July 2026

Second Interviews as required 22nd/23rd July 2026

Please send your CV and covering letter to: jobs@birminghambotanicalgardens.org.uk

Use of AI in Applications:

We want to understand your genuine interest in our vacancy and for the written elements of your application to accurately reflect your own communication style. Applications that rely too heavily on AI tools can appear generic and lack the detail we need to assess your skills and experience. We do not use AI as part of our recruitment process.

Our staff benefits include:

Pension: 4% Pension with Royal London

Annual Leave: 25 days plus bank holidays, and 1 extra day for your birthday

Staff discounts in the retail shop, café, and offers/free entry to events at BBG

24h Employee Assistance Programme through BUPA

Company sick pay

Free on-site parking