



Director of Development

Candidate information 

February 2024

**The Wiener
Holocaust Library**

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Welcome

Thank you for your interest and welcome to what may very well be your first introduction to The Wiener Holocaust Library.

Our rich 90-year history makes us the world's oldest continuously functioning archive documenting Nazi crimes.

The Jewish Central Information Office (JCIO) was set up by Dr Alfred Wiener in 1933, opening its doors in Amsterdam in February 1934. Since then we have continued to collect, preserve, and share vital evidence. Our extensive and diverse collections relating to the Nazi-era make us one of the world's foremost archives of the Holocaust, as well as contemporary genocides.

The Library's work commenced as a warning to those who underestimated Nazi antisemitism and aggression. The scale and brutality of the crimes of the Third Reich were detailed to the British government by the JCIO during the war, and in support of the post-war Nuremberg trials.

Many people may not realise that the work to preserve this important evidence, build our collections, and make them accessible to all who wish to learn, continues to this day.

In the increasingly troubled times we live in, it is vitally important that history does not repeat itself.

Our work and the legacy it represents is as important today as it has ever been and I hope that you will want to join with us in our important endeavour.

Toby Simpson
Director



Dr Alfred Wiener





About the Library

The Wiener Holocaust Library is one of the world's leading and most extensive archives on the Holocaust, the Nazi era and genocide. The Library's unique collection of over one million items includes published and unpublished works, press cuttings, photographs and eyewitness testimony.



This year we celebrate our 90th birthday.

The Library has its origins in the work of Dr Alfred Wiener, who campaigned against Nazism during the 1920s and 30s and gathered evidence about antisemitism and the persecution of Jews in Germany.

Dr Wiener and his family fled Germany in 1933 and settled in Amsterdam. Later that year he set up the Jewish Central Information Office (JCIO) at the request of the Board of Deputies of British Jews and the Anglo-Jewish Association. This archive collected information about the Nazis, which formed the basis of campaigns to undermine their activities.



Following the November Pogrom of 1938, Wiener prepared to bring his collection to the UK. It arrived the following summer and is believed to have opened on the day the Nazis invaded Poland.

Throughout the War the JCIO served the British Government as it fought the Nazi regime. Increasingly the collection was referred to as 'Dr Wiener's Library' and eventually this led to its renaming.

We hold some of the earliest accounts produced by survivors of the Holocaust, as well as collections of Nazi documents and photographs, and hundreds of unique collections relating to the experiences of Jewish refugee families who came to Britain in the 1930s and 1940s.



After the War, the Library contributed evidence to support the prosecutions pursued in the Nuremberg Trials, which became the foundation upon which The International Criminal Court in the Hague was established. This court has pursued successful prosecutions in more recent instances of genocide, including Rwanda and the Balkans. The Library has also curated evidence of these subsequent human tragedies to provide resources and contribute further to the understanding of the casual factors that lead to genocide and the strategies that can be adopted to prevent it from happening.



Vision, mission and values

Our vision

Our vision is of a continuously developing library, archive and information service for the UK and for the international community, dedicated to supporting research, learning, teaching and advocacy about the Holocaust and genocide, their causes and consequences.

The Library provides a resource to oppose antisemitism and other forms of prejudice and intolerance. Its reputation rests on its independence and the scholarly objectivity of its activities and publications.

Our mission

Our mission is:

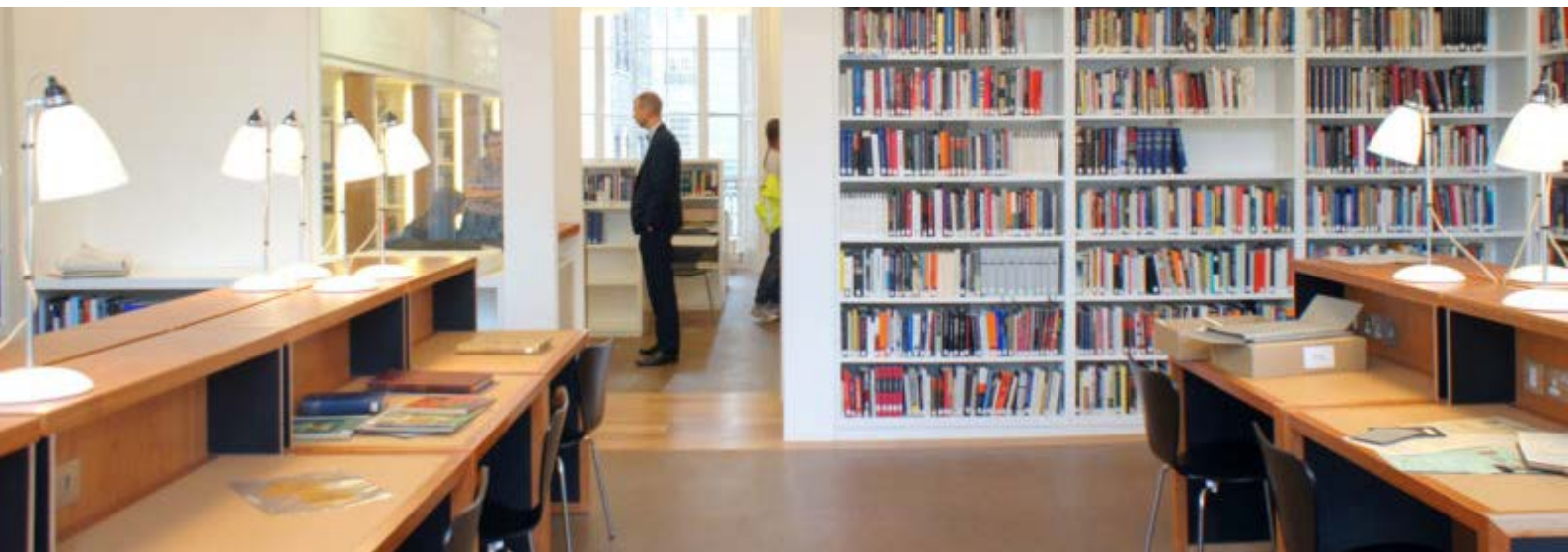
- To serve scholars, professional researchers, the media and the public as a library of record.
 - To be a living memorial to the evils of the past by ensuring that our wealth of materials is put at the service of the future.
 - To engage people of all ages and backgrounds in understanding the Holocaust and its historical context through an active educational programme.
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Our values

Our values inform every aspect of our work.

- We are scholarly, our work is evidence-based, contextualised and intellectually robust.
- We are approachable. We are here to serve and help everyone, regardless of their background or academic achievements.
- We are respectful. We value each individual's uniqueness, worth and dignity, regardless of background, abilities or religious beliefs.
- We are authentic We stand up for historical truth and its complexities and believe in the integrity of historical evidence. We are authentic. We stand up for historical truth and its complexities and believe in the integrity of historical evidence.



The Library today

We are open to the public five days per week with weekly archive tours and we run a rich programme of high quality online events and exhibitions.

Anyone is welcome to visit The Wiener Holocaust Library and study its books, documents, photographs and other materials in the Wolfson Reading Room. It is not necessary to make an appointment, but all first-time readers are required to register and obtain a user's ticket.

In addition to our physical collections, readers will have access to our collections via the newly refurbished Marcus Margulies Digital Reference Library, which includes two terminals for browsing and two microfilms reader stations.

For more information

Visit our [website](#) to find out more about our events, exhibitions, research, collection services and education outreach work.

Download our [2021-2025 Strategy – A Toolkit for Countering Hate](#)

Download our [2022 Annual Review](#)



Context for the appointment

We have a consistent track record of being able to generate the voluntary income needed on an annual basis in support of our core work, but we recognise that with additional resource we can achieve much more to both secure the long-term future of the Library and enhance our work.

As we move further from the war, we need to build upon the committed secure funding base that is in place and find new sources of income in order to sustain the growing impact, reputation and reach of the institution that aligns with the ambitious strategic plans that are in place. Recognising the changing funding landscape in our sector, we need to be creative in this endeavour, exploring new avenues and forging new partnerships with a view to increasing our unrestricted fundraising by at least 30%.

This exciting new Senior Management Team (SMT) role of Director of Development has been established in recognition of the fact that our approach to fundraising represents a multifaceted one. The role will largely focus on fundraising from major donors (existing and new) to grants and events, but it will also collaborate with external strategic partners to develop compelling joint funding proposals as well as internally with colleagues to harness their energies and expertise.

Defining the 'ask' and establishing the precise funding goals will be a crucial requirement and the new Director of Fundraising will be instrumental in providing this clarity and direction.

While the Library has a commendable track record for restricted funding, there is a strong need to increase unrestricted funding, which requires that we are effective in achieving greater diversity in our income streams and the donor constituency.

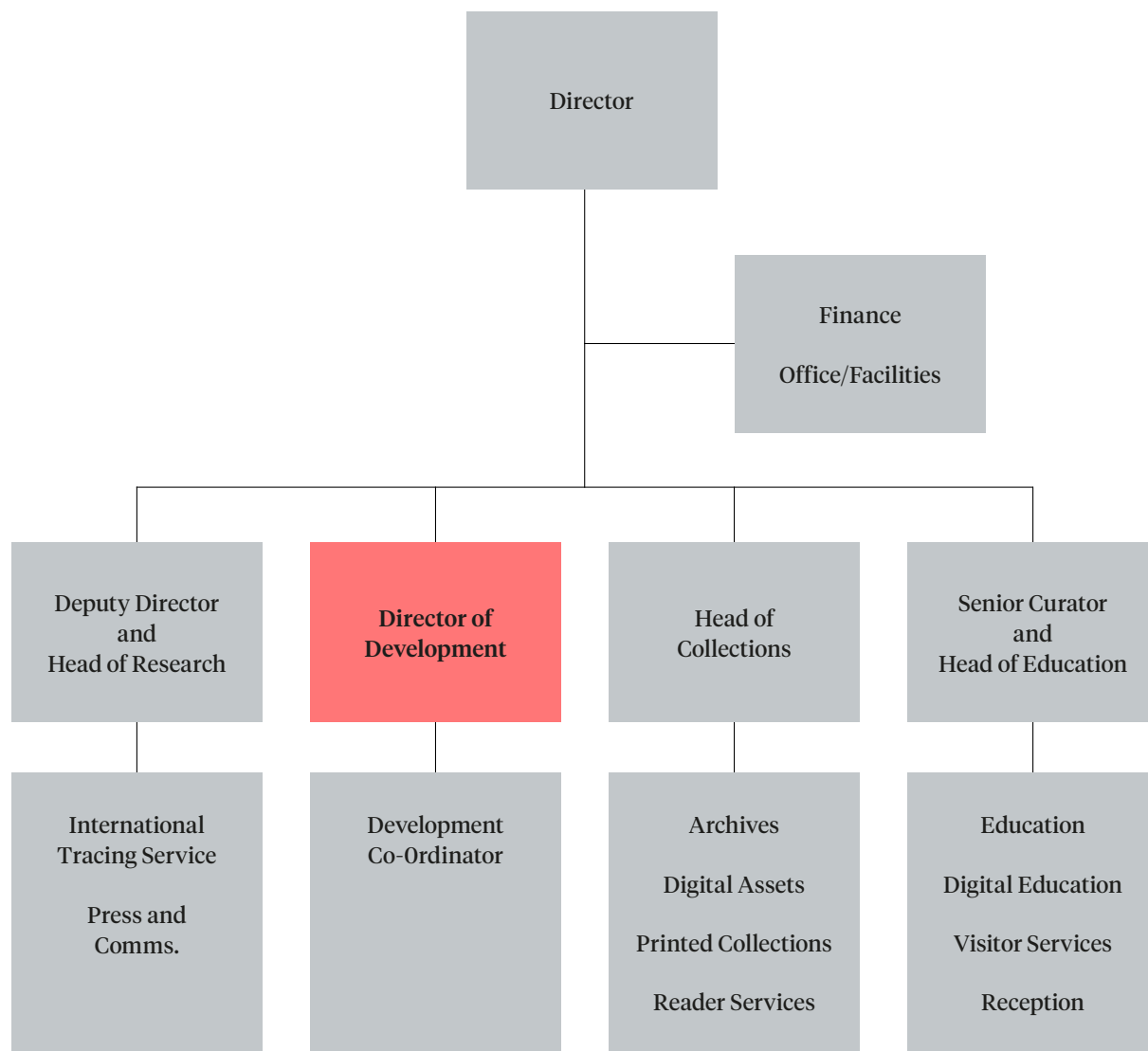


Our potential reach extends beyond the UK and our track record to date includes successfully engaging with US funders, which is a foundation that can be built upon.

In support of our fundraising ambition is the fact that the Library occupies a unique position as the only UK Holocaust organisation with an extensive archive. We do, however, need to raise our profile within the UK Jewish community and position ourselves alongside other organisations operating in the Holocaust memorial and citizen education sector. To this end, we plan to hold our first Gala Dinner in 2024.



Organisational chart





Job description

Job title: Director of Development

Salary up to: £55,000 – £60,000

Hours: 35 hours – worked flexibly to meet the demands of the role with up to one day per week from home

Location: The Wiener Holocaust Library,
29 Russell Square London WC1B 5DP

Contract: Full-time, permanent

Reports to: Director

Responsible for: Development Co-ordinator

Job purpose

To lead and implement the engagement strategy with both individual and organisational donors that builds a sustainable pipeline of philanthropic support to maintain and extend the work of The Wiener Holocaust Library and to secure its legacy for future generations in combating hate.



Key areas of responsibility

Strategic philanthropy

- Leading and developing a Fundraising strategic plan that brings a mix of sustainable voluntary philanthropic income derived from individual and organisational donors (principally trusts and foundations);
- Working with the Director and Deputy Director to develop philanthropic opportunities in the United States via the US Friends of the Wiener Library;
- Researching and prospecting donors and supporters and building a pipeline of donor acquisition;
- Developing, refining and differentiating the case-for-support that is tailored to donor aspirations and requirements;
- Collaborating with strategic partners on the development of compelling joint funding proposals;
- Maintaining an overview of trends and developments in philanthropic giving by individual, organisational and institutional donors;
- Contributing fundraising forecasts to the annual and longer-term strategic business planning process.



Fundraising programme delivery and donor relationship management

- Translating strategic objectives into workable personal objectives and targets;
- Personally implementing the annual voluntary income generation plan featuring key engagement events in the calendar, e.g. the Big Give, annual dinner;
- Development of materials that convey the Library's essential 'case-for-support' and that is then differentiated to align with meet donor requirements and perspectives;
- Ensuring CRM measures are in place and producing timely and relevant communications to donors and members;
- Personally stewarding relationships with major individual donors and key decision makers in trusts and foundations;
- Overseeing the stewardship of the Library member constituency and prospecting the member database to identify the potential for greater giving and cultivating prospects;
- Along with the Director and other colleagues, maintaining effective relationships with strategic partners in pursuit of shared objectives and joint funding proposals.

Governance and reporting

- Ensuring all voluntary fundraising activity is ethical and fully compliant with relevant UK charity and financial management regulation;
- Reporting to the Director and Board of Trustees on the roll-out of the annual income generation plan highlighting variance and recommending action where necessary;
- Reporting to the Fundraising Sub-committee and contributing to the secretariat support of the committee;
- Contributing to the production of the Annual Report and Accounts.



Team-working

- As a full member of SMT, leading the development of the Library as a ‘fundraising aware’ organisation where everyone understands that they have a part to play;
- Collaborating with colleagues to develop funding propositions and the case for support;
- Championing the professional integrity of the Library in alignment with its vision, mission and values;
- Line management of direct reports, setting objectives, supporting on-going professional development and conducting appraisal;
- Contributing to the development and implementation of wider organisational business development initiatives;
- Working with other members of SMT, and deputising for when required, in order to secure consistent effective organisational leadership, which includes maintaining an optimum and safe on-site staffing presence.



Person specification

Essential knowledge and experience

- Senior philanthropy strategy and operational delivery experience within the charity, social enterprise, community interest company sector, heritage/higher education philanthropic or substantial relevant experience of donor and supporter relationship management experience gained in voluntary capacity, e.g. as a trustee or a non-executive-director;
- Experience of personally managing relationships with high value individual, organisational and institutional donors;
- Knowledge of the practical application of effective CRM systems in support of philanthropic donor relationship management;
- Experience of the development of associate marketing materials in support of funding propositions to individual and organisational (trusts and foundations) donors;
- Knowledge of the legislation governing philanthropic fundraising activity by charities and/or the higher education sector in the UK;
- Experience of providing strategic philanthropic forecasting to inform annual business and longer-term business planning;
- Experience of working with an arts/heritage context, which could include an organisation that is also a visitor attraction and possibly with a member base.

Desirable knowledge and experience

- Experience of working within the wider education and/or citizenship development arena, ideally in contexts relevant to the Holocaust or other genocides; although in-depth knowledge of the Holocaust is not essential, it is desirable, and good basic knowledge will be needed;



- Knowledge of the history of and patterns of philanthropic giving by the UK Jewish community, within higher education or with major foundations in Britain, the United States and Germany.

Qualifications and memberships

- Professional development and memberships relevant to the level and scope of the role.

Skills and abilities

- Ability to provide strategic vision and translate this to achievable plans;
- Highly organised with the ability to prioritise own workload;
- Empathy and social skills in order to build effective working relationships with donors, supporters, colleagues and external partners;
- Effective negotiating, influencing and persuasion skills;
- Excellent oral, written communication and presentation skills including the ability to differentiate appropriately to the audience;
- Effective team-working and collaboration skills;
- Commercial and business acumen in assessing opportunities and applying resources effectively;
- Ability to identify solutions and opportunities for innovation and creativity.

Special conditions

- Willingness to undertake work outside normal office hours and to travel as required within the UK;
- There is likely to be the occasional need for international travel, e.g. to attend conferences or facilitating donor visits.



How to apply

For an informal conversation about the role, please contact our recruitment partner, NFP Consulting:

Simon Lloyd Director | NFP Consulting
07961 988 523 simon.lloyd@nfpconsulting.co.uk



Apply online at www.nfpconsulting.co.uk/whl

Application is by way of CV and a Supporting Statement, which should outline your motivations for wanting to be our first Director of Development and set out your credentials.

Closing date: Tuesday 2nd April

There is a two-stage selection process.

First interviews: week commencing 8th April

The first round will be conducted via video by NFP Consulting.

Second interviews: week commencing 15th April

The final stage will involve a panel interview conducted by trustees along with the opportunity for candidates to meet a selection of stakeholders.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process. Any requests will not affect the decision making itself.

Please let us know if you would like to receive this information in a different format.