

Senior Development Officer Recruitment pack April 2026



About us

Holocaust Memorial Day Trust brings people together across the UK to remember the Holocaust, learn from the past, and challenge prejudice today.

Holocaust Memorial Day takes place on 27 January. We commemorate the six million Jewish men, women and children murdered during the Holocaust, and the millions more murdered under Nazi persecution. We also learn and commemorate where persecution led in Cambodia, Rwanda, Bosnia and Darfur.

Through national commemoration and year-round education, we protect the legacy of the Holocaust against denial and distortion, and help build a society rooted in empathy, understanding and respect.

The role

We are looking for two Senior Development Officers (one full-time permanent and one maternity cover) to play a key role in growing our income and supporting the delivery of our work across the UK.

This is an opportunity to contribute to nationally significant work, building relationships with funders and helping ensure Holocaust Memorial Day continues to reach communities, organisations and individuals across the country and to play a direct role in growing support for this work.

Who are we looking for?

Holocaust Memorial Day Trust is for everyone, and we are committed to building a team that reflects the diversity of our society.

We welcome applications from people of all backgrounds, identities and experiences, and particularly encourage candidates from communities that are underrepresented in our workforce, including people from minoritised ethnic backgrounds and disabled people.

We are especially interested in people who share our values—empathy, understanding and respect—and who are motivated to use remembrance and education to challenge prejudice and help build a more compassionate future.

Please note we are not in a position to sponsor visas so applicants should already hold a right to work in the UK. Applicants should also reside in the UK.

Application for the post of:

Senior Development Officer - maternity cover 9-12 month FTE

Senior Development Officer - full-time permanent

Applying for the roles

We will shortlist candidates based on a CV and a cover letter (maximum two pages) addressing the following:

- Why you want to work at HMDT
- Why you are interested in this role
- How you meet the person specification

Please send your CV and cover letter to recruitment@hmd.org.uk. Please note we will **only accept applications by email.**

In your cover letter, please show how you meet the person specification by **providing relevant evidence**, as this will be used to shortlist candidates for interview. You are also welcome to complete the optional Equality and Diversity [form](#) (password: HMDT) and include it with your application.

If you would like to discuss any aspect of the role or the application process, please call 020 7785 7029. If you have any access requirements, please let us know and we will do all we can to accommodate you.

Job Description and Person Specification

Reporting to	Head of Development
Direct reports	n/a
Location	Vauxhall, Central London
Starting salary	£36,425 - £40,824 – dependent on experience
Salary scale	23 - 28
Contract type	permanent and 9-12 month FTE

Annual leave 25 days per annum (increase by 2 days after two years' service up to maximum of 5 additional days after 5 years of service)

Hours 35 hours per week full-time (4 days part-time would be considered)

Office hours are 9am – 5pm Monday to Friday (with some flexibility including working from home)

Core working hours/day are 10am – 4pm - Tuesday to Thursday (with some flexibility including working from home)

Occasional hours outside of these will be necessary for which TOIL will be granted

You will be expected in the office a minimum of 3 days per week for the full-time role, rising to 4 days per week during the HMD period.

Job purpose and role

Drive HMDT's income generation with a focus on trusts and foundations fundraising and donor management.

Main Responsibilities

1. Investigate and research new fundraising opportunities
2. Develop and write compelling fundraising applications
3. Support the Head of Development with grant management and reporting
4. Support the Head of Development with event management for high-level fundraising events
5. Work with the Head of Development to enhance our donor management strategy
6. Supervise the administration of donations
7. Donor analysis using Salesforce
8. Demonstrate an understanding and respect for the sensitive and confidential nature of the role

All staff are expected to work as part of the wider HMDT team to realise the charitable aims of HMDT and the organisational strategic plan and undertake other tasks as may reasonably be required.

General

1. Undertake any other duties which may reasonably be requested
2. Provide support and cover of duties across the wider team where necessary
3. Work as part of the HMDT team to realise the charitable aims and Holocaust Memorial Day Trust organisational strategic plan

Personal Specification

Essential

1. Have excellent writing skills for a range of audiences
2. Be able to develop strong relationships with internal and external stakeholders
3. Have experience of securing grants of five and six figures from trusts and foundations
4. Have strong numeric competency including Excel
5. Have experience of using a CRM for fundraising (ideally Salesforce)
6. Have the ability to record and demonstrate the impact of our work
7. Have an interest in and commitment to the values of HMDT
8. Understand and be committed to diversity and inclusion

Desirable

9. Have digital fundraising experience
10. Have event management experience

This job description is intended as a guide to the main responsibilities of the role, not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to the grade that are not listed above. HMDT examines and updates job descriptions periodically to ensure they relate to the role being performed.

All staff are required to support key activities such as attending HMD events therefore using annual leave in peak periods may be restricted.