

# FUNDRAISING & DEVELOPMENT MANAGER



**Location** Home working

**Hours of work** 2 days per week (0.4 FTE)

**Accountable to** Chief Executive

**Accountable for** N/A

**Salary** £28,840 pro rata

## **Contract Type**

This role is initially fixed term until April 2023 with the option to extend subject to the outcome of English Folk Expo's application to continue as an Arts Council England National Portfolio Organisation.

Whilst we envisage the role being PAYE, we welcome conversations from individuals interested in a freelance contract.

This role is being advertised alongside two other part-time roles: **Finance & Admin Officer** and **Audience & Communications Manager**. We are very open to candidates who are interested in combining more than one of the roles as well as applicants for any single role.

## **Special conditions**

Working hours and location will be flexible to suit the needs of the organisation. Might include UK and international travel for meetings, conferences and events, if needed. 25 days annual leave pro rata and inclusion in the Employer Pension Scheme.

## **How to apply**

Please email a CV with 2 page covering letter plus a completed equality and monitoring information form\* to Adee Lifshitz – [adee@englishfolkexpo.com](mailto:adee@englishfolkexpo.com)

Applications should be received by 3<sup>rd</sup> April 2022 with interviews expected w/c 11<sup>th</sup> April.

For an informal conversation about this role, please contact Tom Besford – [tom@englishfolkexpo.com](mailto:tom@englishfolkexpo.com)

# **JOB DESCRIPTION**

## **1) Purpose and objectives of the role**

This exciting role is an exceptional opportunity to help EEx deliver our ambitious, dynamic fundraising strategy as we enter a new Arts Council England National Portfolio Investment period.

Using your passion, experience and expertise you will help establish a sustainable income generation model to support future growth and development of the organisation. Your work will be critical in identifying and leveraging funds from a range of sources, including Trusts and Foundations, individuals and businesses.

You will have a key role in the development of any new EEx projects and programmes, working with the EEx CEO and other team members to ensure that new activities stand the best chance of attracting the funding they need.

This is an excellent opportunity for an experienced, dynamic and self motivated development professional looking for a new challenge or the next step in their career.

## **2) Duties and responsibilities**

- Support EEx in maximising income to enable our delivery of the business plan and fundraising strategy.
- Implement our fundraising action plan to achieve annual fundraising targets.
- Meet fundraising targets through a focus on Trusts and Foundations, corporate sponsorship and individual giving supported by the Chief Executive.
- Work with the Chief Executive, Trustees and the wider EEx Team to identify fundraising opportunities within programmes, making appropriate recommendations within programme structures to suit these opportunities.
- Engage with potential donors, sponsors and funders, keeping them aware of our programmes and inviting them to appropriate EEx events and activities.
- Work with the Chief Executive to engage with key core funders including GMCA and Arts Council England, including reporting and regular engagement.
- Support the ambitions of the organisation, build awareness, promote EEx as a charity, and maximise all available fundraising opportunities.
- Act as the central focal point for fundraising within the organisation, instilling a culture of fundraising throughout the charity.
- Lead on reporting to funders and ensuring all administrative functions of the fundraising role are undertaken to a high degree.

### 3) Person Specification

#### Experience and knowledge

##### *Essential*

- Successful delivery of fundraising strategy within the charity sector
- Demonstrable success of fundraising with at least two areas of Trusts and Foundations, corporate sponsors and individual giving
- Proven track record in achieving fundraising targets (in excess of £50k+ per annum)
- Ability to be hands-on and deliver at every stage of the fundraising process from prospecting and research, preparation and presentation of proposals, negotiation of funder agreements / contracting through to stewardship and fulfilling reporting requirements
- Understanding of the UK cultural landscape and funding environment

##### *Desirable*

- Knowledge of working with a board of Trustees
- Knowledge of Greater Manchester
- Knowledge of the music industry

#### Competencies and skills

##### *Essential*

- Excellent interpersonal skills; experience of facilitating and negotiating with colleagues and with external contacts at all levels
- Excellent oral and written communication and presentation skills
- Ability to build and maintain relationships with a wide range of people at all levels
- Able to work to deadlines and to work effectively under pressure and maintain good humour and diplomacy
- Able to work on own initiative and autonomously and to manage time effectively
- Extremely good attention to detail
- Proven ability to develop and manage budgets
- Excellent research and analytical skills and the ability to craft compelling and concise cases for funding
- A proactive and delivery-focused approach to your work

##### *Desirable*

- Driving licence
- Budget management

## Personal characteristics

### *Essential*

- Calm, confident, approachable, friendly, versatile and flexible attitude to work
- Target-driven self-starter, tenacious and opportunistic
- Willing to work occasional evenings and weekends
- Entrepreneurial nature
- Strong complete finisher
- Ability to work independently and remotely

### *Desirable*

- Passionate about folk music
- Passionate about Greater Manchester
- Passionate about supporting artists and their teams to build sustainable careers
- Passionate about engaging audiences with music