

## Fundraising Manager (Up to 0.8 FTE/ Freelance), March 2024

Spitalfields Music seeks an experienced Fundraising Manager to work closely with the Chief Executive and Board of Trustees to implement a newly-developed fundraising strategy for the charity. The postholder will play a key role in raising c.£300K per year, primarily from charitable trusts & foundations by writing applications from ranging from £1K-£15K to support the delivery of our work in and around East London. You will also be responsible for the delivery of fundraising campaigns, such as The Big Give, which we aim to run a couple of times each year.

You will liaise with the General Manager to agree fundraising targets and monitor income throughout the year; actively research and identify new fundraising prospects; and seek opportunities for income generation and growth to help sustain the organisation's long-term future. Spitalfields Music has a long history of relationships with a number of charitable trusts and individuals, as well as being an Arts Council England National Portfolio Organisation.

### About us

#### We are Spitalfields Music

We **foster passion** for music through our education projects in schools and community settings in Tower Hamlets.

We **nurture diverse talent** by commissioning emerging composers and musicians and offering professional development programmes that propel them to success.

We **cultivate outstanding leadership**, through our first-of-their-kind trainee music leader scheme and trainee trustee scheme.

We **stage innovative performances** in remarkable, accessible spaces around East London during our Spitalfields Music Festival.



## What it's like to work here

We are a supportive, friendly, dynamic team. We work with individuals from a range of backgrounds and from all walks of life. Every team member is encouraged to work independently and to influence positive change within the organisation and in the wider sector, with most roles being fulfilled by one person. Our core team is mostly made up of part-time and freelance workers, with team members based all over the country, though we balance this to ensure individuals with ties to East London are well represented in the organisation. We actively support individuals wishing to work from home up to 100% of the time, which most of our team do, but also have space available in our small office on campus at Queen Mary University of London in Mile End for those who would prefer to work in an office. We meet twice per week online as a whole team to discuss our weekly priorities, and make time to come together as a whole team in-person several times a year both professionally and socially. Staff at all levels in the organisation are encouraged to attend board meetings as observers and we fund external mentoring for all staff and freelancers. We anticipate our Fundraising Manager will have an active working relationship with the Board of Trustees, particularly the Chair.

## Key Responsibilities/ Tasks:

- Participate fully in the delivery of the charity's new fundraising strategy which seeks to raise c. £300K per year from trusts & foundations
- Apply to charitable trusts and foundations for funding towards Festival, creative leadership and community activity (most applications will range between £1K-£15K, with the CEO leading on applications of £15K+)
- Agree annual fundraising targets with the CEO & COO, and report against these targets on a monthly basis to the senior management team
- Undertake research and identify new fundraising prospects alongside the CEO and develop a pipeline of potential funders with timescales for applications

- Oversee the delivery of 1-2 Big Give fundraising campaigns per year; applying for match funding when relevant and support the Marketing Officer with communications and administration around these campaigns
- Maintain accurate records on prospective and current funders via Spektrix (CRM System) and Microsoft Excel
- Maintain the schedule of reporting to funders, authoring reports to funders and acting as the main liaison between the funder and organisation
- Work with the Programme Manager and other team members to develop evaluation tools, ensuring high-quality impact measurement reports for funders
- Ensure all fundraising activity complies with Spitalfields Music's data protection policies and keep up to date with relevant legislation

#### Terms:

- We anticipate this role to be a 3-4 day per week role, paid at a **FTE salary of £35,000-£37,000**. Whilst we anticipate this to be permanent, employed role (subject to a 6-month probationary period) we very much welcome proposals from freelance fundraisers and would strongly encourage current freelancers to apply.
- Most of our team work 10am-6pm with an unpaid hour for lunch. However, we are very open to flexible working requests and can accommodate working outside of these hours if preferred.
- Spitalfields Music offers home working for all team members and a company laptop will be provided. You will also have the option to work from our office in Mile End either part or all of the time, if preferred.

#### Benefits (employees only):

- A contributory pension scheme of 5% (following successful completion of probation); 25 days' annual leave (plus 8 bank holidays, pro rata); monthly wellbeing allowance (£20/ month); funded external mentoring; 2 days' volunteering leave per year.



### Skills and attributes we are looking for:

- Experience of charitable fundraising with a focus on trusts & foundations
- Excellent written communication skills
- Experience of communicating with Board members
- Experience and/or an interest in working with arts charities, ideally with a love of music
- Ability to manage own time and to work independently to pre-agreed deadlines
- Good organisational skills and ability to develop and maintain administrative processes
- A willingness to work as part of a small, cross-organisational team
- Experience of using Spektrix would be an advantage, although training would be provided

**To Apply:** Please tell us about your previous experience and suitability for the role. This can be via a CV and/or covering letter and/ or by video or audio file. Please keep each written document to a maximum of 2 A4 pages and video/ audio files to a maximum of 3 minutes. A simple recording on a phone is fine!

- Spitalfields Music particularly welcomes applications from People of the Global Majority and people living with disabilities and/or long-term health conditions as they are currently under-represented in our workforce.
- **Applications should be submitted by 12 noon on Monday 17<sup>th</sup> June** to [recruitment@spitalfieldsmusic.org.uk](mailto:recruitment@spitalfieldsmusic.org.uk) alongside a completed Equal Opportunities form which can be found [here](#). This form will be separated from your application and used only for monitoring purposes.
- **Interviews will be held via Zoom on Monday 24<sup>th</sup> June.** We may also hold a second round in-person in East London on **Monday 1<sup>st</sup> July**. This will be discussed in more detail as part of the first-round interview process.