

Job Description – Fundraiser

Job title:

Fundraiser – ‘LincolnSHIRE Jazz Week’ 2018 & 2019 (hereafter referred to as ‘the Festival’).

Reporting to:

NewJazz5/Jazzpac Festival sub-group

Staff reporting:

None

Contract fee:

£1,500 (inc VAT if applicable) + success bonus of 5% on the first £5,000 and 10% on any additional funding achieved.

Background

LincolnSHIRE Jazz Week, previously known as ‘Lincoln Jazz Week’, has developed over a number of years and become an established county wide event taking place in May annually. Previous funding support has been received from Arts Council England, Lincoln Business Improvement Group, East Midlands Jazz (EMJazz) and Lincoln Cultural Destinations Fund.

Purpose

To develop and implement fundraising activities in order to secure funding in support of the 2018 & 2019 Festival projects, and beyond if possible. We would hope to achieve a minimum target of £20,000 of new funding for the two year period.

Specific tasks to include:

Following discussion and agreement with the sub-group, the Fundraiser will be tasked to direct his or her efforts towards securing funding from the following sources;

Trusts, Foundations and Grant-Making Bodies

- Advise and build on relationships with our existing funding supporters, submitting further applications for funding.
- Manage and lead the identification of, and approaches to trusts and foundations that have not previously supported the work of the Festival, building a database of key prospects.
- Identify and secure funding from local, regional and national funders.
- Develop core generic trust proposals for each programme that requires funding.
- Write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations, relating to Festival activity.
- Maintain a reporting and application log and report regularly to the Festival sub-group.
- Identify and submit applications for prizes and awards that will raise the profile of the Festival and have the potential to secure funding.

In addition the Fundraiser activities will also include;

General Fundraising

- Contribute new ideas for fundraising and identify suitable funding initiatives, calls for proposals etc.
- Identify and report areas for growth and development for the Festival as it relates to income generation and sustainability.
- With the Festival sub-group, review success and achievements against agreed targets.
- Maintain organised hard and soft files of all fundraising information.
- Attend meetings as necessary, and make good use of economical IT-based communications.

Communications

- Represent the Festival at all times.

Personal Specification

Experience;

- Experience in Trusts, Foundations and Grant-Making bodies fundraising.
- Proven record of successful applications for substantial funding from Trusts and other grant-making bodies
- Demonstrable ability to develop relationships with Grant-Making Bodies and Trusts
- Experience of researching Trust and Grant-Making Bodies funding opportunities.
- Working experience within a charitable/voluntary environment, preferably within the music and arts sectors.

Skills and Competencies;

- Excellent written skills with the ability to produce concise and creative bids.
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).
- Meticulous attention to detail.
- Demonstrable ability to plan and prioritise own workload with minimum supervision.
- Excellent communication and presentation skills.
- Demonstrable knowledge of UK Trusts, Foundations and Grant-Making Bodies.
- Knowledge of contracts and VAT issues desirable.
- Ability to demonstrate initiative and work well to targets.
- Ability to understand and generate budgets.
- Ability to plan ahead and work within agreed timeframes.
- Ability and willingness to travel for work as agreed necessary.
- Willingness to work outside of 'office hours' as required.

End