

WILTSHIRE *Live* MUSIC CENTRE

WILTSHIRE MUSIC CENTRE TRUST LIMITED
Registered Charity (No. 1026160)



Fundraising Coordinator **Job Description and Person Specification**

Application Deadline: Monday 31 January, 12pm
Interview Date: Thursday 3 February 2022

Job Description

Wiltshire Music Centre is offering an exceptional opportunity to join its small and vibrant team as Fundraising Coordinator. This is a part-time (0.6 FTE) role that sits at the heart of the organisation's ambitious business plan, as we recover from the impact of the pandemic, delivering key fundraising initiatives to support increased income generation.

This role requires an efficient, highly motivated and tactful individual with experience in fundraising for the arts / charitable sector, as well as a passion for working with people, excellent organisational skills and a 'can do' attitude.

The Fundraising Coordinator plays a crucial part in delivering various contributed income streams, including community fundraising, individual giving and appeals, and grants from public funding bodies to support the Centre's core Artistic and Creative Learning programmes. The role has specific responsibility for the Centre's membership programme and year-round programme of cultivation, stewardship and fundraising events, working with the Director of Development and Senior Management Team to build and strengthen relationships with key stakeholders and funding prospects.

The Fundraising Coordinator is part of the WMC Development team, reporting directly to the Director of Development and will work alongside a part-time (0.4FTE) Trust and Foundation Manager to deliver a challenging fundraising programme to support the Centre's viability and long-term sustainability. The team is further supported by a voluntary Development Committee involving Trustees and external stakeholders.

This is a very exciting opportunity for an ambitious fundraiser to develop their expertise and experience as part of a growing and ambitious arts organisation.



About the role

KEY RESPONSIBILITIES	
Fundraising General	<ul style="list-style-type: none"> • Work closely with the Director of Development to deliver WMC's fundraising and development strategy across all areas, in line with the business plan. • Ensure income from individuals, events and public funding bodies is received in line with targets. • Contribute to and help to maintain a detailed fundraising roadmap; regularly evaluate, review and adjust planning as necessary. • Cultivate close relationships with WMC supporters, raising awareness, reporting and engaging them with the work WMC delivers on a regular basis. • Support the rest of the WMC team to learn about, experience and support the delivery of fundraising initiatives. • Ensure the maintenance, use and development of the Centre's fundraising database, in line with data protection requirements and guidelines. • Keep up to date with current arts fundraising approaches and methodologies, integrating these into work plans where appropriate. • Identify and propose new fundraising opportunities and initiatives. • Coordinate meetings of the Development Committee and provide information as necessary to support the meetings
Individual Giving and Events	<ul style="list-style-type: none"> • Oversee the WMC Friends and Angels membership programme and associated benefits and events, taking responsibility for the planning, delivery and evaluation of the programme, as well as liaising closely with the Friends and Angels on a regular basis. • Develop the prospect list, researching and identifying HNW individuals and work with the Director of Development to devise suitable approaches. • Cultivate relationships with prospective and existing donors, create avenues and opportunities for new donations and other gifts, ensuring a high level of stewardship at all times. • Coordinate and deliver specific fundraising appeals to support the Centre's core Artistic and Creative Learning programmes; including direct mail campaigns, crowdfunding appeals and community fundraising initiatives. • Ensure all gifts and gift aid declarations are recorded on the fundraising database as appropriate, including logging all associated correspondence.

	<ul style="list-style-type: none"> • Work with the Director of Development to deliver a proactive programme of legacy giving through relationships with existing supporters. Seek out new opportunities for promoting the scheme.
Grants and sponsorship	<ul style="list-style-type: none"> • Support the Trust and Foundation Manager in researching and developing a pipeline of potential grant funders to support the Centre's core Artistic and Creative Learning programmes; contribute to funding applications and reports. • Prepare timely applications to Town and Parish Councils and represent the Trust at civic meetings and events as appropriate. • Research and identify opportunities for support from the corporate sector for sponsorship, charitable donations and gifts in-kind, and develop relationships with the Centre's existing business supporters. • Prepare thank you letters and other correspondence with grant-giving organisations as required.
Events	<ul style="list-style-type: none"> • Devise and deliver WMC fundraising events, maximising opportunities for income generation from raffles, auctions and sponsorship. • Work with the Director of Development to plan and deliver a programme of cultivation and stewardship events for potential and existing supporters around the Centre's Artistic programme. • Work with the Director of Development to drive new income through the development and promotion of hospitality packages for local businesses. • Oversee all related event coordination, including planning and set-up, managing the invitation list and responses, liaising with volunteers and co-ordinating catering as well as attending the event and networking with guests.
General	<ul style="list-style-type: none"> • Support day-to-day box office service delivery as required. • Carry out any other duties as requested by the Director of Development and other members of the WMC Senior Management Team to support the development function.

OTHER RESPONSIBILITIES

All members of the WMC team share the following responsibilities:

Strategic alignment	<ul style="list-style-type: none"> • Ensure that WMC's vision, mission and values inform all aspects of the work planned and delivered • Contribute to the activities of the organisation in whatever way necessary, to promote the interests of the organisation and achieve its business plan and strategic objectives • Act as an advocate and ambassador for the organisation, consistently promoting WMC and its programmes
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Standards & care	<ul style="list-style-type: none"> • Ensure that the highest standards, and in particular visitor and customer service standards (audience members, artists, participants, hirers, partners etc.) are consistently achieved • Undertake all activities in compliance with WMC's policies and procedures, in particular Data Protection and Safeguarding • Work in a cost-effective manner, making efficient use of resources and adhering to financial rules and procedures
Venue assistance	<ul style="list-style-type: none"> • Working as part of a small office team, answer phones, greet and assist visitors as required • Lock the building and set the alarm at the end of a day / shift / event as appropriate
Team development	<ul style="list-style-type: none"> • Actively contribute to regular team meetings, business reviews and planning processes; take minutes and follow up on actions whenever required; attend trainings and escalate any requirement • Assist and support colleagues whenever required, promoting the ethos of co-operation and a flexible and inclusive work environment
Evaluation and continuous improvement	<ul style="list-style-type: none"> • Contribute to the continuous improvement of the charity's work by analysing performance and feedback, making suggestions as appropriate and attending training.
Other	<ul style="list-style-type: none"> • Carry out any other duty as reasonably requested by the Chief Executive & Artistic Director or Trustees to support the team in assisting artists, customers, participants, service users or delivering events at WMC.

Person Specification

WMC is looking for an energetic, self-driven and adaptable person, with excellent communication skills and the ability to rapidly make a strong contribution in a changing environment.

The role requires the following skills, qualities and experience in particular:

SKILLS		
<i>(not in priority order)</i>	Essential	Desirable
General	<ul style="list-style-type: none"> ✓ Excellent all-round administrative and computer skills including Microsoft Office (Outlook, Teams, Word, Excel, PowerPoint) ✓ Thoroughness and strong organisational skills ✓ Excellent communication and interpersonal skills in person, on the phone and by email, and ability to relate to a wide range of people 	<ul style="list-style-type: none"> • Some experience of working with young people, community groups and a varied range of stakeholders • Experience of working with volunteers

	<ul style="list-style-type: none"> ✓ Initiative, flexibility and self-motivation – ability to work without supervision as well as collaboratively as part of a team ✓ Excellent time management; ability to manage multiple priorities, work under pressure and meet tight deadlines 	<ul style="list-style-type: none"> • Experience of working for an arts venue
Specific to the role	<ul style="list-style-type: none"> ✓ Experience of working in a fundraising environment and securing gifts from individual donors, contributing to successful fundraising campaigns ✓ Confidence liaising with prospective donors and existing supporters ✓ Excellent written communication skills and experience delivering direct mail campaigns ✓ Event management experience ✓ Experience delivering community fundraising initiatives ✓ Experience utilising a fundraising database to its full potential ✓ Good prospecting skills ✓ Sound financial acumen 	<ul style="list-style-type: none"> • Familiarity with Spektrix or experience with other Donor Management / CRM systems • Experience of delivering legacy campaigns • Experience of delivering successful funding applications to Trusts, Foundation and public-funding bodies.

PERSONAL QUALITIES		
(not in priority order)	Essential	Desirable
General	<ul style="list-style-type: none"> ✓ Strong commitment to WMC's work and values ✓ People-orientated, good-humoured, able to demonstrate tact, diplomacy and patience ✓ Acute attention to detail and quality of the work delivered ✓ Delivery-driven, can-do attitude ✓ Resilience to changing conditions or unexpected obstacles ✓ Keen to learn, open to feedback and new ways of doing things ✓ Ambitious for yourself and the organisation 	<ul style="list-style-type: none"> • Understanding of music as a means of delivering educational benefit in many ways • A passion for and commitment to the arts and arts education
Specific to the role	<ul style="list-style-type: none"> ✓ Excellent interpersonal skills at all levels, incl. interacting with High Net Worth individuals and significant partner organisations ✓ Natural ability to identify, implement and nurture stakeholder relationships 	

	✓ Result-orientated	
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OTHER		
<i>(not in priority order)</i>	Essential	Desirable
General	<ul style="list-style-type: none"> ✓ Right to work and live in the UK ✓ Availability and willingness to work flexible hours 	
Specific to the role	<ul style="list-style-type: none"> ✓ Agreement to an enhanced DBS check 	<ul style="list-style-type: none"> ✓ Full driving licence and ready access to use of a car when required

Terms and Conditions

Responsible to	Director of Development
Contract	<ul style="list-style-type: none"> • Permanent role • Employee of The Wiltshire Music Centre Trust Limited • 6-month probationary period
Hours	<ul style="list-style-type: none"> • Part time (0.6 FTE): 22.5 hours per week • Normal working hours: Monday-Friday between 8am and 6pm with a 1-hour unpaid lunch break • Occasional evening and weekend work • WMC operates a Time Off In Lieu system for any overtime
Holidays	<ul style="list-style-type: none"> • 32 days per year (pro-rata) incl. the standard bank holidays for England and 2 days at Christmas
Location	<ul style="list-style-type: none"> • Wiltshire Music Centre, Bradford on Avon BA15 1DZ • Flexible working options available (min. 2 days per week at WMC) • Occasional work at other locations across Wiltshire, B&NES and further afield
Salary	£21,000 p.a. pro rata
Pension	<ul style="list-style-type: none"> • WMC will auto-enrol eligible staff into a pension scheme (The People's Pension), with required employer contributions
Staff benefits	<ul style="list-style-type: none"> • Complimentary tickets for WMC core programme performances (subject to availability and staff tickets policy) • Annual training opportunities
Starting	<ul style="list-style-type: none"> • As soon as possible

Equal opportunities and safeguarding commitment

WMC is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences. WMC is committed to safeguarding and promoting the welfare of children, young people and vulnerable people and expects all staff and volunteers to share this commitment.