

16th March 2017

Dear Applicant,

Fundraising Manager

Thank you for your interest in the above position. Please find attached a job description and background information on the organisation.

Once you have considered your suitability for the role, if you wish to apply, please download the application form (word document). Please pay particular attention to the personal statement. Your application will be assessed mainly on this section. We have highlighted three areas which we would like you to write about. Please make sure you use real examples from your experience to illustrate how you meet these areas. **Do not** send a CV with your application, it will not be considered.

Please include two referees, one of which should be your most recent employer or equivalent.

Please email your application to applications@imagine.org.uk by **12 noon on Monday 24th April 2017**.

Interviews will take place on **3rd May 2017** in Edinburgh and candidates must be available on this date.

If you have further questions about the application process or would like to discuss the role please contact me on paul@imagine.org.uk or call 0131 225 8050.

Yours faithfully,



Paul Fitzpatrick
Chief Executive

Promoting theatre and dance for children and young people.

Imagine • 30B Grindlay Street • Edinburgh • EH3 9AX
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FUNDRAISING MANAGER JOB DESCRIPTION

Job title:	Fundraising Manager
Reports to:	Head of Marketing & Communications
Terms of employment:	Full time, fixed term (2 years)
Salary:	£28,000
Line manager to:	N/A
Hours of work:	Imagine's normal office hours are 9am – 5pm, Monday to Friday plus evening and weekend work when required. Imagine supports flexible working arrangements.
Location:	The post will be based at Imagine's office at 30B Grindlay Street, Edinburgh, EH3 9AX. The job may require the fundraising manager to work at any location in the world as required.
Holiday:	25 days per annum (plus 7 public holidays)
Pension:	Auto-enrolment in workplace pension
Probationary period:	6 months
Notice period:	1 month
References:	All offers of employment are subject to the receipt of satisfactory references
Right to work:	All applicants must have the right to work in the UK

PRIMARY PURPOSE

To raise significant new income streams through corporate sponsorship and to increase income from trusts and foundations to support Imagine's core programme and to contribute to the strategic aims over the period 2018 – 2021.

Key Tasks and Responsibilities

- Reach the annual sponsorship and trusts and foundations fundraising targets
- Secure major corporate sponsorship income
- Develop sustainable income streams and partnerships from other corporate sources

- Develop corporate fundraising strategy and trusts and foundations strategy in collaboration with the Chief Executive and senior management team
- Implement the strategies
- Develop and maintain relationships with all corporate, trust and foundation funders
- Co-ordinate bid-writing across the team to maximise capacity and potential for income generation
- Create fundraising materials in collaboration with the head of marketing & communications
- Lead and co-ordinate fundraising events when appropriate
- Collaborate with Imagine team members and the board to build relationships with funders and to deliver pitch presentations
- Negotiate, write and manage corporate contracts
- Develop and maintain efficient and comprehensive systems covering all aspects of fundraising work, including clear and up to date records on all approaches made to all sources
- When appropriate, attend board meetings to report on fundraising progress and targets
- Represent Imagine within theatre, education and arts sectors and at public events with a view to developing contacts that will aid fundraising and increase awareness of Imagine
- Develop an in-depth understanding of the company's ethos including the performance and creative development programmes, equalities, diversity and inclusion, communications and to work in line with Imagine's strategic aims and objectives
- Perform any other reasonable activities as required

Person Specification

Knowledge

- Knowledge of arts fundraising
- Knowledge of the potential for corporate fundraising in Scotland, preferably with a focus on Edinburgh
- Knowledge of other corporate giving schemes and partnerships
- Knowledge of the theatre and dance sector
- Knowledge of the children and young people's sector

Skills

- Bid writing for corporate sponsorship
- Pitch presentation for corporate sponsorship
- Training team members to support or deliver pitch presentations
- Creating effective materials for sponsorship pitches
- Researching trusts and foundations
- Writing applications and appeals to trusts and foundations

Experience

- Proven track record in successfully securing significant corporate sponsorship
- Conception and writing of sponsorship bids
- Presenting pitches and bids to potential sponsors
- Writing successful applications to trusts and foundations
- Working with senior management teams to develop fundraising strategies

- Success in writing, implementing fundraising strategies and securing significant funding
- Working independently and as part of a small team
- Managing sponsorship relationships
- Delivering fundraising events

Personal Attributes

- Hard-working and personable with a can-do attitude
- Enjoys working in a small team but can also work independently
- Highly motivated by delivering targets
- The ability to represent Imagine to a high standard
- The ability to take responsibility for decision making when required
- The ability to manage multiple tasks and work under pressure
- An understanding of and commitment to diversity and inclusion.

GUIDANCE NOTES FOR APPLICANTS

Please download the application form as a word document

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the position. Please read these notes carefully and if you have any questions, or would like an informal chat about the position please contact Paul Fitzpatrick, Chief Executive, on 0131 225 8050 or paul@imagine.org.uk.

REVIEW THE CONTENTS OF THE APPLICATION PACK

The application pack includes a job description with a person specification. The purpose and main duties of the position are set out in the job description. The knowledge, experience, skills and attributes we are looking for in the successful candidate are detailed in the person specification. It is important to read carefully all of the information in the application pack before completing the form.

SUPPORTING STATEMENT

- Think about what evidence you can provide to demonstrate you have the necessary skills and attributes to do the job. It is not sufficient merely to state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.
- Make your case for why you wish to apply for the job and what makes you a suitable applicant.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application.
- Do not forget to proof read your application and check for any errors before returning it to us

Please return your application to applications@imagine.org.uk by 24 April and ensure that it reaches us before 12 noon on the closing date. Applications received after the closing date will not be considered.

Please note: we do not accept CVs.

INVITATION TO INTERVIEW

Shortlisting will take place as soon as possible after the closing date and will always be carried out by at least two people. If you are shortlisted, we will normally contact you by email to invite you to interview.

If you are not shortlisted we will endeavour to contact every applicant by email, to let them know that their application hasn't been successful. Unfortunately, due to the high volume of applications expected we will not give specific feedback on why applicants were not invited to interview.

All offers of employment at Imagine are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

EQUAL OPPORTUNITIES

We are an equal opportunity employer and welcome applications from people from all background, including people with disability or from any minority ethnic groups. Our building is wheelchair accessible.

DATA PROTECTION ACT, 1998

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Imagine's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.