14th September 2017

Dear Applicant,

**Fundraising Manager**

Thank you for your interest in the above position. Please find attached a job description and advice on applying.

Once you have considered your suitability for the role, if you wish to apply, please send your CV with a two-page covering letter explaining why you wish to work with Imaginate and how you meet the person specification.

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

Please email your application to **applications@imaginate.org.uk** by **5pm on Monday 23 October 2017.**

Interviews will take place on **15November 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@imaginate.org.uk or call 0131 225 8050.

Yours faithfully,

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**Paul Fitzpatrick**

**Chief Executive**

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**FUNDRAISING MANAGER JOB DESCRIPTION**

**Job title:** Fundraising Manager

**Reports to**: Chief Executive

**Terms of employment:** Full time, fixed term, 2 years. (Will consider part time or freelance arrangements for the right candidate)

**Salary:** £28,000

**Line manager to:** N/A

**Hours of work:** Imaginate’s normal office hours are 9am – 5pm, Monday to Friday plus evening and weekend work when required. Imaginate supports flexible working arrangements.

**Location:** The post will be based at Imaginate’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 income streams through corporate sponsorship and from trusts and foundations to support Imaginate’s core programme and to contribute to the strategic aims over the period 2018 – 2021.

**Key Tasks and Responsibilities**

* Quickly develop a clear understanding of Imaginate’s ethos, objectives and diverse programmes including the festival.
* Develop a fundraising strategy in collaboration with the Chief Executive and senior management team
* Set ambitious but realistic fundraising targets and implement the strategy to reach it
* Co-ordinate bid-writing across the team to maximise income generation, including writing or contributing to bids
* Create fundraising materials in collaboration with the Head of Marketing and Communications
* Develop and maintain relationships with trusts and foundations, sponsors and donors
* Collaborate with Imaginate team members and the board to build relationships with potential funders and to deliver pitch presentations
* Represent Imaginate at relevant events with a view to developing new contacts
* Develop an efficient system to record all aspects of fundraising work
* Perform any other reasonable activities as required

**Person Specification**

*Essential*

* Success in arts fundraising
* Bid writing for corporate sponsorship
* Knowledge of trusts and foundations
* Writing successful applications to trusts and foundations
* Working with senior management teams to develop fundraising strategies
* Working independently and as part of a small team
* Managing funding relationships

*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 Imaginate 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.

*Desirable*

* Presenting pitches and bids to potential sponsors
* Knowledge of the potential for fundraising in Scotland
* Knowledge of other corporate giving schemes and partnerships
* Knowledge of the theatre and dance sector
* Knowledge of the children and young people’s sector
* Delivering fundraising events

**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@imaginate.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.

**COVERING LETTER**

We ask you to submit a covering letter and a CV for your application. Your covering letter is very important and makes up a large part of the shortlisting process. We would expect covering letters to be about two pages of A4, (about 800-1,000 words).

When writing your covering letter:

* Make your case for why you wish to apply for the job and what makes you a suitable applicant.
* 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.
* 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.

**Please return your application to** **applications@imaginate.org.uk** **by 23 October and ensure that it reaches us before 5pm on the closing date. Applications received after the closing date will not be considered.**

**INVITATION TO INTERVIEW**

Shortlisting will take place on 2 November 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. Interviews will take place on November 15th in Edinburgh. You should ensure that you will be available for interview on this date when you make your application.

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 Imaginate 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. Please state in your application if you require permission to work in the UK.

**EQUAL OPPORTUNITIES**

We are an equal opportunity employer and encourage 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 Imaginate’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.