

FUNDRAISING MANAGER JOB DESCRIPTION

Job title:	Fundraising Manager
Reports to:	Head of Marketing & Communications
Terms of employment:	Part-time 3 days a week, fixed term until March 2022
Salary:	£29,000 (pro-rata 0.6 - £17,400pa)
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:	Imagine's office is located at 30B Grindlay Street, Edinburgh, EH3 9AX (post will be home-based until Covid restrictions are relaxed).
Holiday:	25 days per annum (plus 7 public holidays) pro-rata
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

Purpose: To raise income streams through trusts & foundations, as well as manage and increase corporate sponsorship, in order to support Imagine's core programme and contribute to its strategic plan. It is anticipated that approx. Approximately 70% of the post holder's activity will involve engaging with trusts and foundations fundraising.

Promoting theatre and dance for children and young people.

Imagine • 30B Grindlay Street • Edinburgh • EH3 9AX
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Imagine is a company limited by guarantee, registered at the above address. Company number: SC115855 Charity number: SCO16437 VAT registration number: 553 3970 29

Key Tasks and Responsibilities

- Quickly develop a clear understanding of Imagine's ethos, objectives and diverse programmes including the Children's Festival.
- Review and refine the existing fundraising strategy in collaboration with the 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
- Research new potential funders with a focus on trusts and foundations
- Develop and maintain relationships with trusts and foundations, sponsors and donors
- Collaborate with Imagine team members and the board to build relationships with potential funders and to deliver pitch presentations
- Represent Imagine 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 Skills

- Track record of writing successful funding applications
- Excellent knowledge of the principles and processes of trusts and foundation fundraising
- Confidence to develop fundraising strategies with the senior management team
- Experience of managing funding relationships
- Experience in cultural or third sector fundraising
- Excellent written and oral communications skills and the ability to represent Imagine to a high standard

Personal Attributes

- Hard-working and personable, with a can-do attitude
- Highly motivated by delivering targets
- The ability to work independently, take initiative and make decisions when required
- The ability to manage multiple tasks and work under pressure as part of a small team
- An understanding of and commitment to diversity and inclusion
- An interest and belief in the positive impact of the arts on young people

Desirable

- Bid writing and presenting pitches to potential corporate sponsors
- Knowledge of the potential for fundraising in Scotland
- Knowledge of corporate giving schemes and partnerships
- Knowledge of the theatre and dance sector
- Knowledge of the children and young people's sector

HOW TO APPLY

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 them carefully.

If you have any queries, access requirements or would like an informal chat about the position, please contact Marion Bourbouze at: marion@imagine.org.uk

Review the content of this application pack

Make sure you read the application pack and job description carefully before completing the application form. [Please download the application form as a word document.](#)

We ask you to complete the application form which includes a supporting statement of no more than 2 A4 pages. This statement is very important and makes up a large part of the shortlisting process. When writing your statement:

- 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, and in particular the first three essential skills. It is not sufficient merely to state that you have the knowledge, experience or skills required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet these requirements.
- 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@imagine.org.uk by 30 October and ensure that it reaches us before 12noon on the closing date.

Invitation to interview

Shortlisting will take place w/c 2 November and will be carried out by at least two people. If you are shortlisted, we will contact you by phone or email to invite you to interview. Interviews will take place **on 9 November on Zoom**. Please make sure you are available for interview on this date when you make your application.

If you are not shortlisted we will contact you by email to let you know that your 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. Please state in your application if you require permission to work in the UK.

EQUAL OPPORTUNITIES

We are an equal opportunity employer and actively encourage applications from people from all background, including people with disability, people of colour or from any minority ethnic groups. Our building (when it reopens) 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!