

# Sound and Music

**Please let us know if you need this form in another format.**

## **Job description**

Title of Post:	Fundraising Coordinator
Contract & hours:	Part-time post 3 days per week (22.5 hours)
Location:	London (but postholder can work remotely from anywhere in the UK)
Salary:	£20,400-£24,500 pro rata, depending on experience and location
Reporting to:	Head of Development
Created:	March 2021

### **1. General Information**

This is an exciting and important post within Sound and Music's small Development team, working alongside an existing Fundraising Coordinator (who works part time 2 days per week) as well as the Head of Development (full time).

The postholder will play a key role in supporting the successful delivery of the development strategy and in helping Sound and Music to maximise income from individual givers, major donors and trusts and foundations. This will include writing funding applications, creating new and engaging online content and copy, and regularly communicating with supporters about the impact of our work on our beneficiaries and the importance of their support.

The position involves supporting the work of the Head of Development, as well as working collaboratively with the existing part time Fundraising Coordinator, to deliver high quality stewardship and donor care and ensure accurate and timely administration including CRM management. This will help Sound and Music to maintain excellent relationships with individual donors as well as trusts and foundations.

As a small Development team, we all work closely together and the postholder will have the freedom to identify and implement new methods of donor engagement and to shape the evolving strategy.

The Development team also works closely with the wider Sound and Music staff team on a variety of activities such as capturing data to use in our reporting, inputting into social media, newsletter and website copy, and working together to spot new opportunities to tell our story.

## **2. Key Responsibilities**

### **Income Generation**

- Support the Head of Development in the delivery of Sound and Music's Development Strategy
- Ensure high quality and timely administration and supporter care, in collaboration with the existing Fundraising Coordinator
- Support the Head of Development in researching, applying to; communicating with and reporting to trusts and foundations
- Proactively research and develop new target groups of individual givers to support Sound and Music's work
- Project manage delivery of online/offline fundraising appeals from proposing initial concepts, writing briefs, drafting copy and developing collateral through to delivery and post appeal analysis
- Coordinate the maintenance of data for funders and supporters, and ensure that there are timely and regular communications by email and/or post as appropriate including sending out invitations, information, fundraising materials and event packs as required
- Maintain accurate and up to date records of funder and donor communications and donations
- Support the Head of Development in exploring new income streams
- Act as a point of contact for supporters by phone, email and letter, ensuring they receive a high quality, timely response
- Work closely with the Audience and Insight Executive and Communications and Sales Coordinator to create, monitor and analyse online fundraising activity
- Support the Head of Development and Head of Digital and Audience Engagement to devise strategies for development presence in all relevant communications and marketing activity including across Sound and Music's website and digital platforms
- Work with the Head of Development to continually develop the CRM records
- Keep abreast of trends in and look for opportunities to test innovative fundraising activity, in particular in the digital/social media space
- Engage with and support the wider team with fundraising activity across all programmes and activity, including participating in monthly Income Generation meetings
- Undertake all other reasonable activity requested by the Head of Development

### **Common requirements for all posts**

- Be a creative contributor to the development of the organisation and its relationship to the sector
- Take a flexible approach to work and to be willing to undertake other duties as reasonably requested
- Be an active and positive advocate for Sound and Music on a day-to-day basis and at events (as required)

- Contribute to the organisation's understanding of diversity and its implications for the arts and how it informs all the organisation's decision-making
- Ensure adherence (at all levels) to the organisation's required policies and procedures with particular reference to Employment Rights, Equal Opportunities, Data Protection, and Health and Safety and other statutory requirements
- Lead by example by exemplifying the values of the organisation and adopting quality internal processes which adhere to agreed procedures and are compliant with good governance as set by the Board
- Feel ownership of the website and take responsibility for generating and servicing content where it relates to your area of work
- Provide excellent customer service in dealings with the public and Sound and Music's community
- Work in the best interests of artists, arts organisations and audiences across the country

## Person specification

Applicants will be shortlisted and selected on the basis of the following information:

- a. Your experience (including transferable experience) – from your application form (30%)
- b. The quality and accuracy of your written responses to the application form (30%)
- c. How well you demonstrate the following essential criteria for the role (40%):
  - Experience of working in a fundraising setting
  - Experience of writing copy with a high degree of accuracy for a variety of audiences
  - Experience of acting as a friendly point of contact for supporters or customers
  - Ability to complete data entry work and other administration efficiently and with a high degree of accuracy
  - Ability to balance competing priorities and work to deadlines in a fast-paced environment
  - Ability to work independently as well as part of a team
  - Knowledge of digital platforms such as social media and newsletters
  - Confident with computers, including MS office applications
  - A commitment to equal opportunities and diversity
  - A commitment to Sound and Music's mission

## How to apply

Please complete the related application form to apply. If you have any questions, please do not hesitate to contact Wendy: [wendy.attewell@soundandmusic.org](mailto:wendy.attewell@soundandmusic.org)

In line with our Equality, Diversity and Inclusion Policy we are particularly interested in applications from people from underrepresented backgrounds, including but not limited to D/deaf, disabled and neurodiverse people, people who experience racism and people from lower socio-economic backgrounds. Our application form includes a question about this and we will guarantee an interview for those from underrepresented backgrounds where they meet the minimum requirements for the role. Please get in touch with Wendy if you have any questions about this or anything else.