



Fundraising & Development Manager Recruitment Pack

Overview

Reports to:	Director
Responsible for:	Freelance Fundraising contracts
Commencement date:	June 2021
Salary:	£32,000 - £36,000
Hours:	35 hrs per week
Contract Type:	Fixed-Term 36 months

About Metroland Cultures

Metroland Cultures safeguards the legacy of Brent's year as the Borough of Culture by building on the projects and relationships built over that year. It works in partnership with the community and Council to celebrate Brent's cultural heritage and grow its creative future. Through its Visual Arts and Music Biennial it presents stories and artists to local, national and international audiences. Metroland University offers a 2 month development programme to young people from Brent who want to work in the arts and the creative industries.

About Fundraising & Development Manager role

As the Fundraising & Development Manager you will work with Metroland's Director to build a fundraising strategy and strong bid pipeline to ensure income targets are met or exceeded in line with Metroland's business plan objectives. You will maintain and develop a strong funding base across corporate, trusts & foundations, statutory, liveries and guilds, and individual sources. The organisation is anticipated to have an average annual turnover of c.£800k and will need to grow a balanced funding portfolio that creates revenue reliability.

Duties and Responsibilities

Fundraising

- With support from the Director and the Board, develop and deliver Metroland's fundraising strategy.
- Research and develop a comprehensive prospect list of statutory, trusts and foundations and create a bid pipeline that aligns with Metroland's plans and budgetary needs.

- Packaging the work of Metroland so as to create and prepare competitive bids that meets the specific funders priorities.
- Working with the Head of Programmes and Community Engagement Manager to identify fundable opportunities across the programme.
- Identify strategic fundraising opportunities through cultivating partnerships for consortium working.
- Develop a strong knowledge base of Brent and London health, social, education, cultural and economic policy drivers to identify commissioning opportunities that Metroland can respond to.
- Undertake research to build a clear evidence of need.
- With the Marketing & Communications Manager ensure Metroland's marketing and PR activity reflects the organisations charitable aims so to reach and engage key stakeholders including developing sponsorship packages where appropriate.
- Line manage any additional fundraising consultancy contracts when required to add additional capacity at key points.
- Support the Director and Board to execute any strategic cultivation events, activities or campaigns.

Reporting and Stewardship

- Ensure the terms of funding agreements are known and understood by all staff and that a clear change control process is in place to ensure funding obligations are met.
- Maintain relationships with all funders through Metroland's CRM system including; reporting schedules, invitations to events, clarifications/queries/amendments to funding agreements etc.
- Working with the Marketing & Communications Manager to ensure all funded activity is appropriately acknowledged and accredited.
- Ensure clear monitoring and evaluation processes are in place including key data on deliverables, quotes and case studies so that the reporting requirements of funders can be met.
- Produce all funding reports with support from the Metroland team.
- Work with the Finance Manager to ensure appropriate fund tracking and financial reporting for funding and auditing purposes.
- Prepare fundraising progress reports for the Director and Board.
- Ensure the Code of Fundraising Practice is adhered to and maintain Metroland's ethical fundraising policy and compliance with GDPR.
- Process donations and maintain paper and electronic records of donations

Cultivation

- Maintain strong relationships with key commissioners across Brent Council.
- Ensure funder representatives are invited to appropriate shows, events and exhibitions as required.
- Prepare guest lists and liaise with colleagues to create invitations and mailings
- Prepare briefing notes on guests, greet guests and support event preparations (this will require some evening and weekend work)

General

- Maintain current knowledge of key agendas within the creative, cultural and digital industries.
- Offer support to young people and artists engaged in Metroland University programme with information, advice and guidance on fundraising.
- Take part in relevant funding forums.
- Adhere to Metroland Cultures policies and procedures with respect to Safeguarding, Health & Safety, Equality and Diversity, Environmental and Data Protection.
- Be willing to undertake any necessary training or development in order to fulfill the role.

Person Specification

Essential

- Demonstrable experience in fundraising within an arts and/or cultural context across the statutory, trusts & foundations, individuals and corporates.
- Strong track record on securing high level funding and meeting fundraising targets.
- Excellent bid writing experience and ability to manage complex bids, reporting writing and proofreading skills.
- Strong financial literacy in preparing budgets and financial reporting.
- Excellent communicator and interpersonal skills to build and maintain relationships at all levels with a broad stakeholder base.
- Ability to prioritise workloads and coordinate workflows between team members to meet deadlines for bids or reporting purposes.
- Ability to work independently and take a proactive approach to problem solving and identifying new opportunities.
- Applied knowledge of current legislative frameworks and best practice within the charitable sector
- Excellent I.T skills including confidence with databases and spreadsheets.
- Strong, confident and diplomatic communication skills both written and oral
- Ability to work with a broad stakeholder base
- Experience in developing fundraising strategies and brokering partnerships
- Ability to work under pressure and problem solve

Desirable

- Experience of developing a donor base.
- Experience of securing and managing major £6-figure grants.
- Experience of working with Board members

Applications

To discuss the role please email team@metrolandcultures.com to arrange a conversation.

To apply for the role please download the application pack send the following to team@metrolandcultures.com

1. Completed Application form
2. CV
3. Covering Letter

In addition, please complete our Equal Opportunities Monitoring survey [here](#).

The deadline for applications is **12th March 2021 at 5pm**.

Interviews will be held on the **25th March 2021**