**Fundraising Co-ordinator (new role)**

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**JOB DESCRIPTION**

Merton Music Foundation is seeking an outstanding Fundraising Co-ordinator to join its successful and dynamic team on a flexible working/part-time basis (equivalent to 3 days a week). The successful candidate will have the exciting responsibility of spearheading a fundraising strategy, with a focus on developing individual giving. Working closely with the Chief Executive and the Board of Trustees, you will launch and market an individual-giving programme, aided by the findings in a recent Fundraising Review carried out by an external consultant. Your goal is to set processes in place including working on an alumni database and to raise £25,000 by the end of the first year. This is a new role with exciting opportunities for the right candidate to expand and develop fundraising across the organisation.

The ideal candidate will be a natural networker and advocate, an articulate communicator, with excellent social and written skills and with at least three years’ experience of fundraising, including some experience of managing the growth of individual giving programmes.

**Job Title:** Fundraising Co-ordinator

**Responsible to:** Chief Executive

**Responsible for:** Fundraising across the organisation

**Location:** MMF Office, Harris Academy Morden, SM4 6DU

**MAIN Duties and responsibilities**

1. **Key Focus**
* To develop and manage the Development Strategy for Merton Music Foundation
* To identify prospects and routes to prospects, working with the Chief Executive and Board
* To develop and manage a portfolio of individual donors capable of making gifts of between £5 and £5,000, and to act as the first point of contact for all existing and prospective individual donors
* To lead on detailed planning for agreed individual giving structures (ie Friends scheme; online donations; crowdfunding, alumni programme etc)
* To devise and implement a Marketing and Communications Plan for each agreed individual giving activity, including preparing marketing materials, letters and emails
* To identify and target funding sources to support MMF’s work
* To manage the administration of the schemes,including setting up and managing processes for renewals and gift processing, including Gift Aid
* To ensure smooth delivery of benefits, including relevant mailings, invitations and acknowledgements
* To employ initiatives to increase recruitment and retention, and to encourage donors to upgrade their support, to make additional donations or to support MMF in other ways e.g. through volunteering or legacy giving
* To manage all marketing and promotion of Patron programmes, including specific print and coverage in e-newsletters, existing MMF publications and printed material
* To organise delivery of any Friends or donors events eg pre-performance receptions, to produce literature and booking forms for these events, to undertake marketing activity to promote these events, and to oversee the booking process
* To work closely with senior staff and the Board to access their networks of contacts
* To achieve annual income targets, focussed around individual giving, as agreed with the Chief Executive
* In collaboration with the Chief Executive, Senior Leadership Team and Board, devise systems to best manage access to funding from Arts Council England, Trusts, Foundations and corporate giving over a sustainable long term period
* To represent MMF at external events, including relevant local networking and business groups
1. **General**
* To attend regular planning meetings as part of MMF’s Team meetings
* To co-operate with MMF in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
* To carry out the duties and responsibilities of the post in compliance with the MMF equal opportunities policy
* To maintain confidentiality and observe data protection requirements where appropriate
* To undertake any other reasonable duties as may be required by the Chief Executive commensurate with the general duties and grading of the post

**PERSON SPECIFICATION**

1. **EDUCATION & QUALIFICATIONS**

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| --- | --- | --- |
| **Required** | **Essential/Desirable** | **Confirmation** |
| Degree (or equivalent) | Essential | Application Form |
| Further in-service or professionalqualifications relevant to the post | Desirable | Application Form |

1. **SKILLS, ABILITIES & APTITUDES**

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| --- | --- | --- |
| **Required** | **Essential/ Desirable** | **Confirmation** |
| A track record in successfully securing gifts | Essential | Application FormInterview |
| A natural relationship builder with the presence, skill and confidence to network and negotiate effectively at a senior level both within and outside MMF | Essential | Application FormInterview |
| Excellent interpersonal skills with ability to enthuse and motivate people | Essential | Application FormInterview |
| Ability to work on own initiative and collaboratively as a member of a team  | Essential | Application FormInterview |
| Experience of working under pressure to achieve targets | Essential | Application FormInterview |
| Commitment to personal training and development | Essential  | Application FormInterview |
| Ability to write clear and concise copy and present information clearly | Essential  | Application FormInterview |
| In tune with MMF’s aims and ethos | Essential | Application FormInterview |
| Enthusiastic and creative | Essential | Application FormInterview |
| Diplomatic and tactful, able to handle sensitive and confidential information in a professional manner | Essential | Application FormInterview |

1. **KNOWLEDGE & UNDERSTANDING AND PREVIOUS EXPERIENCE**

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| --- | --- | --- |
| **Required** | **Essential/Desirable** | **Confirmation** |
| Strong interest in and understanding of the digital media landscape, particularly within social media | Essential | Application FormInterview |
| Demonstrable organisational skills with methodical approach and close attention to detail, able to prioritise and manage time well | Essential | Application FormInterview |
| Ability to plan tasks, achieve deadlines, meet financial targets and manage budgets | Essential | Application FormInterview |
| Commitment to high professional standards and a high level of donor care | Essential  | Application FormInterview |
| Experience of working in Arts or Education fundraising | Desirable | Application FormInterview |
| Interest in music and education | Desirable | Application FormInterview |

1. **COMMITMENT TO EQUAL OPPORTUNITIES**

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| --- | --- | --- |
| **Required** | **Essential/Desirable** | **Confirmation** |
| Understanding and awareness of Equal Opportunities issues relevant to the post | Essential | Application FormInterview |

1. **WORK RELATED ASPECTS**

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| --- | --- | --- |
| **Required** | **Essential/Desirable** | **Confirmation** |
| Willingness to participate in training and professional development | Essential | Application FormInterview |
| Ability to work during some school hours Monday – Friday | Essential | Application FormInterview |
| Willingness to work flexible hours to meet the requirements of the post | Essential | Application FormInterview |

**Email: admin@mmf.org.uk**

*to enquire further about the post or to request an application pack.*

**Completed application forms should be sent to:** **jobs@mmf.org.uk** **by Thursday 28 November 2019**

**Interviews:** on Tuesday 3rd and Wednesday 4th December 2019

**Start Date:** January 2020