

SRFA Job Description:

Fundraising and Partnership Manager

Contract: Full-time, 37.5 hours per week (including some evenings and weekends)

Responsible to: QA Centre Manager, with reporting function to the Board of Trustees.

Location: Hybrid.

Introduction

This is an ambitious role in a small Arts charity based on Isle of Wight. From the outset you will hit the ground running by achieving quick, early wins, whilst investing the time and attention to develop a sustainable fundraising infrastructure through trusts, partnerships, large-scale challenge events, and solicit donations from individuals and companies. You should have at least 3 years' experience and a proven record in raising 6-figure financial targets.

Core Responsibilities:

- Work alongside Quay Arts Centre Manager and Finance Manager to create and deliver a fundraising strategy which diversifies and ensure maximum ROI.
- Prepare an operational targeted plan of day-to-day, seasonal and annual fundraising activities.
- Secure significant income (minimum of £100k in 1st year rising to £300k in 2nd year) via:
 - Community Fundraising
 - Trust/Grant applications
 - Individual Donor Solicitations – e.g Quay Holders scheme.
 - Community Challenge Events.
 - Corporate Giving
- Manage and implement pipeline and bid writing for grant/trust applications
- Deliver presentations to interested groups and attend events including cheque presentations.
- Work with Marketing Manager Co-Ordinator to develop and coordinate web-based fundraising including social media.
- Manage, support and develop imaginative fundraising activities which support the charity's aims.
- Work with the senior management team to raise the profile of the charity.
- Raise awareness of the charity, its services, successes and plans in the local community through both local media and traditional media.

- Ensure all funders, donors and supporters are appropriately thanked and reported to.
- Internally report against targets and report externally to funders/donors.
- Maintain all fundraising records in compliance with GDPR and other legal requirements.
- Stay abreast of fundraising good practices and legislation, ensuring compliance with the Charities Act and the Institute of Fundraising and FRSB codes of practice.
- Lead apprenticeship and work experience initiatives where appropriate.

Personal Specification

	Essential	Desirable
Educated to degree level	x	
Specific qualification in fundraising, marketing or sales		x
Successful management/delivery of financial fundraising targets over a range of methods including grants, community and corporate (3 yrs +)	x	
Strong communicator and collaborator with excellent interpersonal skills	x	
Experience of building community fundraising partnerships	x	
Experience in writing successful proposals and bids	x	
Experience in managing budgets and preparing fundraising forecasts.	x	
Proficient in using all Microsoft Office applications	x	
Committed to the work of SRFA and QAT	x	
Ability to work in a young-person friendly way, with a wide range of people, including freelance Artists and volunteers	x	
Exceptional verbal and written communicator with the ability to influence, pitch and speak publicly.	x	
A self-starter and effective problem solver.	x	
A team player.	x	