

**JOB DESCRIPTION**

**TITLE: Fundraising Officer (p/t)**

**RESPONSIBLE TO: Head of Creative Development**

**Salary: £27,000 pro rata**

Z-arts is the UK’s only Arts Centre for children and families. We operate out of our large Edwardian building in Hulme, as well as across Greater Manchester and the North West.

Our mission is to inspire and enable generations of young people from across Manchester and beyond to utilize their creativity to maximise their potential; by delivering a broad range of visual and performing arts events, performances, exhibitions, activities, workshops and participatory opportunities.

We lead in best practice for creativity in children, young people and families, by coordinating the Big Imaginations Children’s Theatre network, the Manchester Cultural Education Partnership and the Family Arts Network.

**PURPOSE:**

To support the CEO and Senior Management Team, developing and implementing a strategic fundraising plan to meet a challenging income-generation target for 2021/21. Primarily working on applications to trusts and foundations for Z-arts core activity, plus new projects that support a post-Covid-19 business model.

**HOURS**

The hours of the role are 22.5 per week. This is a six-month contract.

We anticipate mostly home-working, but desk space is available in Z-arts.

**MAIN AREAS OF RESPONSIBILITY:**

1. To identify and lead on making applications to trusts and foundations, which are suited to the charitable and artistic objectives of Z-arts and our location.
2. To work with the trustees and senior managers in developing appeals and campaigns to increase individual giving via online resources and front of house.
3. To help identify and nurture potential sponsors for Z-arts projects, including the Big Imaginations festival, Manchester Cultural Education Partnership and a new Digital Learning Space at Z-arts
4. To assist in the expansion of a database of commercial contacts and trusts and foundations who show interest in our charitable and artistic causes.
5. To assist with the development of print and publicity aimed at increasing Z-arts profile to potential funders, including annual reports and fundraising cases.
6. To understand and adhere to all Z-arts Policies and Procedures.
7. To act as an ambassador and in the best interest of Z-arts at all times.

**GENERAL INFORMATION:**

To comply with legislation covering the activities at Z-arts, it is required that all staff undertake training as directed by their line manager. It is also essential that all staff carry out their duties in a safe manner in accordance with the current Health and Safety at Work legislation.

**Development Manager Person Specification**

**Experience**

Essential

1. Proven experience of raising funds from trusts and foundations.
2. Experience of building relationships with funding bodies and individuals.
3. Experience of setting realistic project budgets.

Desirable

1. Experience of working in a child-focused organisation or education setting
2. Experience of working in an arts charity
3. Experience of having created and led a fundraising campaign.
4. Experience of raising funds for small-scale capital works.

**Characteristics**

1. Ability to work co-operatively as part of a small team.
2. Ability to demonstrate strong verbal and written communication skills.
3. Excellent interpersonal skills.
4. Knowledge and experience of using a broad range of workplace I.T. programmes.
5. Self-motivated and enthusiastic about your work.
6. Ability to work on own initiative.
7. To display an attention to detail.