



National Foundation for Youth Music

About Youth Music

Supporting life-changing music-making

We're Youth Music. We're a national charity investing in music-making projects for children and young people facing challenging circumstances.

We believe everyone should have the chance to make music.

Our projects help young people develop musically, of course, but they have personal and social outcomes too.

We know that those facing difficulties - economic problems, lifelong conditions, tough circumstances or behavioural issues - are often the ones who get the most out of music-making.

Youth Music offers meaningful chances to young people in complicated situations.

You can help us make a genuine difference to many more young lives.

For further information about our charity please visit: www.youthmusic.org.uk

Overall purpose of Fundraising Manager:

This is an exciting time to join Youth Music. We are two years into our current Business Plan (*Towards a Musically Inclusive England 2016-2020*), building on our fundraising success over the past few years. This role is crucial in helping us continue to increase our fundraised income.

Summary of Terms and Conditions

Position:	Fixed term to 31 March 2019
Salary:	Up to £35,000 depending on experience
Reporting to:	Development Director
Hours:	37.5 hours per week

Benefits

Holidays:	25 days per year plus public holidays and additional days over the Christmas period when the office closes
Pension:	8% of salary towards a non-contributory group pension plan
Death in service benefit:	x4 times salary
Critical illness:	x2 times salary
Flexible working environment	

Diversity and Equal Opportunities

Youth Music is an equal opportunities and a Living Wage employer. We are committed to attracting and recruiting diverse candidates as it's important that our staff reflect the communities we serve at every level within the organisation.

We are committed to ensuring that no individual or group will receive less favourable treatment or is discriminated against on grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Job Description

Key responsibilities

- **Fundraising strategy:** to draw on your significant fundraising expertise and experience in shaping and delivering our ambitious fundraising strategy.
- **Leadership:** to lead and support two Fundraising Officers as part of a high performing and motivated team, overseeing the community and corporate pipelines.
- **Trusts and foundations:** to reach (and aim to exceed) the ambitious annual growth targets for trusts and foundations - Youth Music's most significant fundraised income stream.
- **Major donors:** to work closely with the Development Director and senior colleagues to develop major donor giving as a sustainable income strand for the charity.

1. Fundraising strategy

- Contribute to and review strategic goals for trusts and foundations in line with our current business plan and fundraising strategy.
- Work closely with Development and Programme Directors to explore and deliver restricted funding opportunities for donors.
- Contribute to the creation of strategic goals and priorities for major donor fundraising and develop philanthropic giving as an income strand for Youth Music.
- Research potential major donors and create a robust prospect pipeline.
- Provide regular income generation and partnership development updates to Development Director. Feed into budget forecasting.
- Work closely with Youth Music's Grants and Learning team to keep up to date on Youth Music funded projects, trends and impact to inform applications and approaches to prospective and current donors.

2. Leadership

- Manage and support two Fundraising Officers.
- Conduct monthly 1-1s to set goals, support progress and development and explore solution-focused fundraising ideas.
- Conduct annual appraisals measuring officers' achievements against targets, identifying areas for development and setting goals for year ahead.

3. Trusts and foundations

- Secure significant unrestricted and restricted income from trusts and foundations – with a particular focus on multi-year, collaborative funding models.
- Manage and develop the trusts and foundations pipeline to ensure there is a systematic approach to research, cultivation and solicitation.
- Write engaging bids tailored to funders' objectives.
- Write high-quality reports for donors demonstrating impact and return on investment.
- Provide excellent stewardship for donors.

4. Major donors

- Develop meaningful relationships with major donors and deliver highest level of supporter care. Develop engaging stewardship plans for prospect and existing Youth Music donors.
- Produce bespoke communications to prospective and existing major donors based on specific interests and needs.
- Keep abreast of philanthropic giving trends, who's who, upcoming networking opportunities etc.
- Work with Development Director on creating and delivering cultivation events.

5. General

- Carrying out all such additional duties as are reasonably commensurate with the role.
- Represent Youth Music at networking and industry events as required.
- Promote and embody Youth Music values: Creativity, Intelligence, Excellence, Equality, Change.

This job description is not necessarily an exhaustive list of duties, but is intended to reflect a range of duties the post-holder will perform.

Person specification

Essential experience:

- Demonstrable experience of securing five and six figure grants from trusts and foundations.
- Demonstrable experience of securing large gifts from major donors.
- Experience in managing people, with an understanding of personal and professional drivers of team members.
- Experience conducting in-depth research on prospective trusts and foundations and major donors and creating a robust pipeline.
- Experience using Raiser's Edge or similar customer relationship management database.

Essential knowledge and interests:

- An in-depth understanding of the national landscape for trusts and foundations, major donors and their motivations for giving.
- Awareness of new data protection legislation (GDPR) and best practice concerning donors.
- A passion for helping children and young people in challenging circumstances and an ability to express this persuasively.
- A commitment to inclusive practice and diversity.

Essential

- Ability to disseminate complex information through accessible and appealing applications and reports for varying audiences.
- Exceptional written and verbal communication skills. Ability to write and deliver high-quality, compelling presentations, pitches and proposals.
- Strong relationship-building skills and ability to work collaboratively and flexibly.
- Excellent interpersonal skills and the ability to adapt to audiences at differing levels of seniority in order to secure support.
- Extremely well organised, with strong attention to detail.
- IT skills, including MS Office suite.
- Ability to think strategically.
- Proactive and able to work to own initiative.

Desirable

- Experience working on consortium bids.
- Strong pre-existing relationships with philanthropists.
- Understanding of the tax efficiencies relating to significant donations.
- A passion for music.
- An understanding of music education policy and practice in England, and the principal stakeholders in the sector.

How to apply

For an informal conversation about this role, please contact Robert Carter, Development Director at robert.carter@youthmusic.org.uk

Please download the following forms from our website www.youthmusic.org.uk/work-us

- Applicant Details form
- Application form
- Equal Opportunities monitoring form

Please email all completed forms before the specified deadlines below to jobs@youthmusic.org.uk with the subject line *Fundraising Manager application*.

Application Deadline: 10am on Thursday 22 February 2018

Interviews: 1st interviews – Thursday 1 March 2018
2nd interviews – Thursday 8 March 2018

There will also be a short task to complete as part of the interview process, more information will be provided if you are invited to interview.

If you require any adjustment to be made to the application or interview procedures for this post due to a disability, please let us know in the applicant details form and/or contact us by email or telephone to have a chat.

Our approach

As part of our commitment to a fair and open recruitment process Youth Music anonymises all applications we receive before shortlisting candidates for interview.

Completing your application form

When completing your application form please clearly outline why the post is of interest to you and how your skills and experience match the person specification and job description.

We will go through your application in detail looking for specific evidence that you possess the knowledge, skills and experience required for the job. Unless you have covered all the essential criteria, and provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted for interview.

Shortlisting process

Once a vacancy has closed, the applicant details form is removed prior to all completed application forms being sent to the shortlisting panel. Shortlisting of applications is always carried out by at least two people.

Your equal opportunities form is only seen by HR, for monitoring purposes. It will not be taken into account for any selection decisions and will not be shared.

Candidates will be informed of the outcome of their interview as soon as possible, however, this can sometimes be a few days after the interviews.

Offer of employment

Any offer of employment will be made subject to:

- Satisfactory references
- Enhanced Disclosure and Barring Service (DBS) check in the UK
- Confirmation of the right to work in the UK
(candidates invited to interview will be provided with the relevant information relating to complying with the preventing illegal working legislation)
- Satisfactory completion of a probationary period

Unsuccessful applications

- Incomplete applications will not be considered
- Due to the volume of applications we receive we are unable to provide feedback to applicants who have not been invited to interview
- Candidates who are unsuccessful at interview stage can request feedback

Data Protection

Youth Music will use the information you provide to assess and process your application for employment. If you become an employee, your information will be held on our databases and systems to manage your employment. Unsuccessful candidates information will be held for six months before being destroyed. We will store all of your data in line with the General Data Protection Regulations 2018.