



Application Pack

Development and Fundraising Manager

About AudioActive

To us music is an end in itself as well as a tool for social change, education and personal development.

We are restless, unafraid and excited about what we do...

Mission:

AudioActive is a groundbreaking music organisation working with young people at the meeting point of technology and contemporary youth culture.

We exist to develop and provide access to a range of inspirational experiences and opportunities that support young people to reach their full potential, whether that be as tomorrow's innovative professional artists or as skilled, empowered & engaged individuals. We achieve this through several distinct but complementary approaches:

Music for Social Innovation:

Offer innovative, accessible interventions that use music to support Young People & communities to tackle and overcome difficult challenges in their lives

Grass Roots Talent Development:

Provide access to projects, resources and support at different levels to enable Young People to discover and nurture their talents

Social Mobility:

Support Young People in challenging circumstances and participants of our social innovation projects to access and participate in our wider programme

A Fairer More Inclusive Industry & World of Work:

Beyond our grassroots programme, to provide opportunities for further career and professional development

More info at:

Web: audioactive.org.uk

Facebook: facebook.com/likeaudioactive

Twitter: [Audio_Active](https://twitter.com/Audio_Active)

Instagram: [AudioActive_](https://www.instagram.com/AudioActive_)

[Short film about Room to Rant our Mental Health project for young men](#)

[Short film 'Paying it Forward' about our grass roots talent development program](#)

Our Core Values

Authenticity

We work with young people as artists first and foremost. Regardless of their starting point, we support them to become part of a wider community & scene, working in the places and with the people that they want to be involved with. We avoid bringing our own agendas

Restlessness

Music, technology and the exciting possibilities that they can offer are constantly evolving. Because of this, we can never stand still for too long. We keep our finger on the pulse and are always looking for new ways to develop and keep our work current, fresh and relevant to both young people and new or evolving practices

Inclusion & Diversity

We want underrepresented young people and artists to be able to reach their full potential

Innovation

Finding new ways of doing things excites us. Musically this means that we support young people and emerging artists to create work that breaks new ground and wows audiences. On a social level it means that we spearhead creative new approaches to difficult societal problems that can change the lives of those that more conventional services have often struggled to help

Courage

It's rare to achieve innovation without overcoming some level of adversity. We are intentionally ambitious in the challenges we set ourselves. We know that we need to take risks to get the best results for young people and our scene and often this means setting the bar high

Engagement and Progression

We believe in working with young people over long periods of time across multiple settings. We work hard to create joined-up pathways and bespoke support to make sure that we offer great opportunities for young people at every stage in their journey

Collaboration

Partnership, including with young people, is in our DNA. In everything we do, we set out to build great alliances to help young people and those that work with them to achieve great things.

Quality

We believe that society is often too down on the youth and sadly – especially those in

challenging circumstances – rarely get the opportunity to shine. We provide access to state of the art resources, high profile opportunities and professionals at the top of their game so that young people can really show us what they are capable of when given the right support

It's all Relative!

We fully acknowledge that many of the young people we work with live in extremely challenging circumstances and many do not want to become professional musicians. We always perceive progress and achievement in relativity to their starting points and aspirations

Context and Current Position

Having achieved national and international recognition for our work in recent years, we are on the cusp of an exciting development, launching a new Strategic Plan to bring about a step-change in both the organisation and our sector. During this time we aim to achieve a number of key outcomes including:

- Developing a hub for Socially Engaged Talent Development on Worthing High Street
- Further establishing our offer in Crawley through the realisation of pop-up and meanwhile spaces for our projects
- Scaling up some of our Social Innovation projects across our area of operation
- Launching a professional, ethical and radically 'artist-centred' label and platform, to support the region's most exciting emerging artists to take their first steps into the industry, reach a global audience and develop sustainable careers

In order to achieve our ambitious Strategic Plan we are seeking a talented, committed and experienced professional to join our core team.

Main Purpose of the Role

To manage and develop all fundraising for AudioActive's programme of activities

Key Objectives

- To be accountable to the CEO for the delivery of the organisation's fundraising plan, ensuring that funding is in place to enable the delivery of AudioActive's strategic plan
- To develop and embed systems and processes to ensure that the organisation maximises available funding and fundraising opportunities, to provide sustainable income to meet its strategic plan
- Liaise with all donors and stakeholders including trusts and foundations, businesses, community groups and individuals
- To communicate the organisation impact to stakeholders through a range of reporting, marketing and communication products and tools

Whilst the majority of activity will be split between working from home and our central Brighton office, you will be required to travel around our area of operation and attend relevant meetings and events and to develop key relationships and partnerships relevant to the role. You will also be required to work occasional evenings and weekends.

Job Description

Responsible to: CEO

Working with: Senior Management Team (CEO, Director of Programmes & Director of Finance & Operations)

Roles and Responsibilities:

Planning and reporting

- Work with the Senior management Team (SMT) and key staff to ensure effective planning and implementation for a full range of fundraising and development activities
- Develop and implement the Fundraising plan and subsequent work plan for self
- Responsible for ensuring delivery of income from a variety of sources against agreed annual targets
- Provide quarterly Board reports to track progress against targets, raising any issues/risks as appropriate
- Ensure that accurate records of funding applications and donations including future actions in relation to funders and donors to maximise income potential
- Manage and oversee funders' reporting requirements, ensuring that staff are informed in a timely fashion when they are required to compile information for reports

Trusts and Foundations

- Work with CEO & Director of Programmes to identify projects and bids which meet operational priorities, including writing larger, long-term funding applications with support from colleagues, when required
- Represent AudioActive to Trustees and grants managers of medium and large Trusts, working with SMT as needed

Corporate and Community fundraising

- Work with Communications Manager and Engagement Manager to ensure development of successful developmental partnerships including with local businesses, institutions, schools, organisations and local authorities
- Work with CEO & Director of Programmes to develop larger corporate partnerships, leading on initial proposals etc
- Lead on the development of fundraising events to maximise income and on AudioActive's involvement in larger external events e.g. Brighton Marathon

Individual giving

- Develop individual donor fundraising campaigns including, to ensure a regular income from a broad base of donors
- Explore the use of a Customer Relationship Management system to support donor stewardship and identify opportunities

Communications

- Oversee production of donor newsletters
- Gather clients' stories for the purpose of fundraising and communications

Admin/Finance & General

- Contribute to the development of the organisation's monitoring and evaluation requirements, considering the needs of funders, the organisation and clients
- Ensure compliance with Data Protection and GDPR across all Fundraising & Communications
- Support Operations Team in effective administration of restricted income schedules
- Contribute to financial planning and management in support of CEO, Director of Finance & Operations
- To explore and develop untapped areas of fundraising e.g. Community Fundraising, Individual Giving, Crowdfunding, Sponsorship

Person Specification

Key: • E – Essential • D – Desirable

E/D	Knowledge and Experience
E	Understanding of the issues facing young people and communities that face cultural, social and/or economic deprivation
E	Experience of working at a charity or other non-profit organisation
E	Experience of running appeals and fundraising campaigns & materials
D	An awareness of the relevant political landscape within the Youth Community & Cultural sectors
E	A proven track record of working collaboratively to deliver high quality results to deadlines
E	Experience of building strong & effective relationships with existing donors & potential supporters
E	Understanding of fundraising from trusts and foundations
E	Demonstrable track record in writing successful bids/tenders, setting and working to achieve challenging fundraising targets
E	Understanding of data protection regulations
D	Experience of developing online and offline communications to demonstrate the impact and public benefit of an organisation and to attract investment from a range of stakeholders
D	Experience of individual giving, legacy and payroll giving
D	Passion and enthusiasm for music

E/D	Skills and Abilities
E	Excellent written and verbal communication skills, with a fluent writing style and the ability to communicate effectively in a wide range of media and audience
E	Demonstrable ability to lead and work collaboratively as part of a team
E	Ability to write concise & persuasive content to encourage support
E	Meticulous attention detail and to ensure high standards whilst working under pressure
E	Excellent time management and organisation skills with the ability to manage multiple tasks simultaneously
E	Good IT skills including databases, MS Office applications, google drive and advanced skills with MS Excel
E	Able to work independently and creatively
E	Ability to work with high levels of confidentiality and sensitivity
E	Ability to develop complex budgets and projections

Working At AudioActive

Salary, Working Hours and Employment Term

30 hours per week (0.8FTE), salary range £25,250-£27,542pa (£20,200-£22,033 pa pro-rata) depending on experience. The initial appointment is a 2 year fixed-term contract with the intention for the post to become a permanent position with the option of additional hours as additional funding is secured. A probationary period of 6 months will apply. We will consider a slightly reduced number of weekly hours for the right candidate.

Annual Holidays

The holiday entitlement is 25 days per annum plus bank holidays (Pro-Rata). This entitlement is over and above the Christmas & New Period (25th December – 1stnd January inclusive) when AudioActive is closed.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the Staff Pension Scheme. Contributions are currently 8% of basic salary, of which 5% is payable by the member of staff concerned and an additional 3% provided by AudioActive. Staff will be supplied with further details upon commencement. The pension scheme may be subject to change, and staff members may opt to not take part in the scheme.

Employment Benefits

All employees receive a contribution of up to £200 per year to support them to maintain a passion for music and an up to date awareness of music, particularly where relevant to young people that we work with. Expenditure is flexible (to be agreed with the CEO) and can include, music streaming or magazine subscriptions, gig, festival or conference tickets etc

We have a very low turnover of staff, we want our relationships with staff to be long term and developmental. As such we pride ourselves on creating as open and flexible a working environment as we can. We are always open to discussing specific needs around flexible working and other needs of our team.

References and Disclosure & Barring Service check

Offer of employment will be made subject to satisfactory references which will be sought for the successful applicant.

How To Apply

Please email a COMPLETED APPLICATION FORM, Equal Opportunities Monitoring Form and a covering letter to:

recruitment@audioactive.org.uk

An application form can be downloaded at www.audioactive.org.uk/work-with-us

Within your covering letter, please address the following:

This role is a key appointment for AudioActive as we are a small, but rapidly developing arts charity. Please outline why you are interested in this role at this point in your career and what challenges and opportunities you would expect to face as you translate your experience to AudioActive.

Should you wish to have an informal conversation about the role, please contact our CEO, Adam Joolia at adam@audioactive.org.uk above to arrange a phone call

Applications should arrive no later than **10am on Monday 28th June 2021**. We cannot accept applications that arrive after the deadline. All applications received will be formally acknowledged by email. If we have not contacted you by **5.30pm on Monday 5th July** you can assume that your application has been unsuccessful. Due to capacity and the number of applications we receive we regret that we are not able to offer individual feedback on applications at this stage of the process.

Interviews will be held from **w/c 12th July 2021**. Start date: ASAP after interview subject to successful candidate's notice period and receipt of satisfactory references.