**Job Description: Fundraising Coordinator**

**About Attitude is Everything:**

Attitude is Everything is a charity that connects disabled audience members, performers, employees and volunteers with music and live event industries to improve access together.

Through our work:

* Disabled people lead the change.
* Industry professionals learn from real-life experience and expertise.
* Barriers are identified and removed.
* Good practice is celebrated and rewarded.
* More disabled people play their part in music and live event industries.

We have been working with the UK’s music and live event industries for over 20 years and increasingly work internationally. Attitude is Everything is a highly trusted ‘brand’, attracting a wide range of industry partners who now work with us to achieve our goals.

As a disability-led charity, we welcome applicants from all backgrounds, and work with employees to meet any access requirements.

**About the role:**

Attitude is Everything has a very successful track record in fundraising including an expanding corporate giving programme, a longstanding individual giving programme including challenge activities and wide-ranging Trusts and Foundations support. We also receive annual funding through Arts Council England.

The Fundraising Coordinator works across all these areas of fundraising activity, supporting us to further develop our case for support, build a community of supporters and achieve income targets. The role works closely with our Founder, Managing Director, Head of Research and Campaigns and external fundraising support.

The Fundraising Coordinator supports the administration and delivery of fundraising activity, assisting the Founder and Managing Director to achieve core income targets spanning individual giving, corporate giving, and trusts and foundations. The role leads on the recruitment and support of individual fundraisers and donors, coordinates and inputs into bid-writing, coordinates our fundraising record-keeping in Salesforce, leads our digital fundraising activities, and provides administrative support for our corporate fundraising programme.

**Details**

**Reports to:** Head of Research and Campaigns

**Hours:** 21 hours per week

**Based:** London, NW1 + option to work remotely

**Contract:** Permanent

**Pension:** 10% employer contribution

**Holiday:** 26 days (pro-rata) per year + Christmas break

**Salary:** £23,000 pro rata (£13,800 per year)

# **Responsibilities & Duties**

**Individual giving**

* Coordinate and drive our individual giving programme including regular donors, challenge events, appeals and individual campaigns
* Stewardship of donors including regular communications and support
* Identify opportunities to grow our programme and increase donor engagement
* Coordinate and support external public fundraising initiatives – appeals, auctions etc.
* Contribute to development of new areas of individual giving such as membership schemes

**Corporate giving**

* Support the Founder to achieve corporate giving targets including identifying potential partners
* Support administration of corporate giving programme including producing agreements and ensuring that donations are received in a timely manner
* Coordinate agreed fundraising activities with corporate partners

**Trusts and Foundations**

* Conduct prospect research into potential trusts and foundations, maintaining up to date records
* Write bids to smaller Trusts and Foundations
* Coordinate and contribute to the writing of major funding applications, working with senior staff, project staff and our Fundraising Consultant
* Contribute to the production of reports to funders

**Digital Fundraising:**

* Coordinate our fundraising digital communications, working with the Head of Campaigns and Digital Communications Assistant to deliver regular newsletters, website and social media content.
* Oversee and develop digital donation/fundraising platforms

**Administration**

* Create, manage and track fundraising activity in Salesforce CRM
* Create and maintain a calendar of fundraising activity including reporting requirements
* Collate data for quarterly monitoring, annual evaluation and reports to the Fundraising and Business Development subcommittee
* Coordinate Gift Aid activity
* Contribute to ongoing development and updating of the Fundraising Strategy and Action Plan

**Other**

* Support Attitude is Everything events as required
* Represent Attitude is Everything externally as appropriate

# **Person Specification**

* Experience of working in a charity/fundraising environment
* Excellent organisational, administration and planning skills
* Understanding of digital communications activity
* Experience of using a range of IT systems and software packages including CRMs (ideally Salesforce), Microsoft 360 and Outlook
* Skilled at summarising complex ideas in writing
* Strong research skills and confidence in using and developing data and evidence bases
* Ability to effectively collaborate with others, work with people at all levels and build positive working relationships
* Flexible and able to adapt to changing circumstances
* Commitment to equality and diversity and an understanding of the Social Model of Disability
* Ability to reflect Attitude is Everything’s values and priorities

# **Expectations of all staff at Attitude is Everything**

**These are expectations we have for all of our roles at Attitude is Everything. You will not be asked to directly demonstrate this on your application but we may not take your application further if your application or interview give us a reason to believe you do not meet these standards.**

**We expect staff to:**

* Treat colleagues, audience members, trustees, live events industry professionals and everyone you meet through your work in the charity in a fair and respectful manner.
* Support equity and inclusion for anyone who experiences barriers of discrimination due to any protected characteristic under the Equality Act.
* Maintain professional boundaries with colleagues, live event industry professionals and any volunteers who you meet through your work in the organisation
* Approach your role with honesty and integrity and avoid using your connection with the charity for personal gain or that of family or friends.
* Be able or willing to learn to use the software we use for work and monitoring (specifically Microsoft Office, Microsoft Teams, Salesforce and Zoom.)
* Maintain trust and confidentiality, including avoiding sharing details of confidential conversations on social media
* Be passionate about removing barriers that prevent disabled people from accessing the Music and Live Events Industry.
* Avoid negative or patronising stereotypes or assumptions about disabled people or treating any one impairment as more ‘important’ than another.
* Support our aim of being a ‘critical friend’ to the industry – giving honest feedback in a positive and constructive way.
* To abide by our policies – particularly around Equality and Diversity, Anti-Bullying and Harassment and safe working practices.