



DEVELOPMENT MANAGER (FUNDRAISING) RECRUITMENT PACK



Job Title: Development Manager (Fundraising)

Contract Type: 3 days per week, initial 1 Year fixed term contract.

Salary: £36-£40,000 FTE (£21,600-£24,000 actual salary)

Hours: 22.5hrs per week. The post requires some flexibility and a willingness to work some evenings and weekends to attend concerts and events.

Pension: NEST pension scheme (9% employer contribution, 6% employee contribution).

Holidays: 21.6 days (inclusive of bank holidays).

Reports to: Chief Executive.

Location: Wandsworth Music office and flexibility to work from home.

Job Purpose

This is a fantastic opportunity for an experienced fundraiser to advance our fundraising efforts and have a significant impact on the lives of children and young people in Wandsworth and the surrounding areas.

The Development Manager (Fundraising) will be responsible for developing and implementing the fundraising strategy, to support our mission of inspiring enjoyment and excellence in music for all children and young people. You will be a passionate and experienced fundraiser with exceptional relationship-building skills, and a proven track record of securing significant levels of income from a wide variety of philanthropic sources.

The role involves organising events, building relationships with donors, writing funding applications and creating campaigns to secure income from a range of sources including individuals, trusts and foundations, corporate sponsors and fundraising events.

If you are looking to return to work after a pause in your career, looking to balance a role with wider family or caring responsibilities, or just simply looking for a change, then we would love to hear from you!

The post requires a degree of flexible working and a willingness to work some evenings and weekends to accommodate service needs, for which time off in lieu will be offered.

How to apply

Please email vacancies@wandsworthmusic.co.uk with the following documents:

- Completed WM application form (download from www.wandsworthmusic.co.uk/vacancies)
- A supporting statement (no longer than 2 sides of A4) outlining how you meet the person specification, along with any relevant experience that you have.

For an informal discussion please contact Dan White, CEO on 020 8333 3899 or dwhite@wandsworthmusic.co.uk

Closing date: Monday 2 December 2024

Interviews: TBC

About Wandsworth Music

Founded as a charity in 2020, Wandsworth Music delivers excellence in music education and performance to more than 8,000 children and young people every year.

We passionately believe that all children and young people should experience the transformative power of music. We actively look to identify and remove barriers to participation, so that young people of all backgrounds and abilities are able to reach their full musical potential.

Our talented team of music tutors deliver more than 1,000 hours of tuition every week, and more than 35,000 hours each year, providing opportunities for young people to learn musical instruments and sing; perform in a range of bands, ensembles, and choirs; work and perform alongside acclaimed professional musicians and ensembles, and most importantly develop a lifelong love of music.

More than 500 young people attend the Wandsworth Music Academy on Saturdays, Tuesdays, and Wednesdays. The Academy is home to more than thirty ensembles including: three symphony orchestras, multiple pop and rock bands, three jazz ensembles, multiple choirs, steel pans, djembe, chamber music ensembles, music production, songwriting and more!

Safeguarding

Wandsworth Music is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to pre-employment checks including an Enhanced DBS check and references. The role is exempt from the Rehabilitation of Offenders Act.

Equal Opportunities

Wandsworth is a multicultural borough, and we are committed to recruiting, retaining, and developing a workforce that reflects the diverse community that we serve. We particularly welcome applications from people from underrepresented groups, including people with disabilities, and Black, Asian, and Minority Ethnic backgrounds.

Job Description

- To shape and implement the fundraising strategy for Wandsworth Music, generating income against agreed financial targets.

Specific Duties and Responsibilities

- **Strategy:**
 - Develop and implement a comprehensive fundraising strategy aligned with Wandsworth Music's goals and objectives.
 - Continuously evaluate fundraising performance, adjusting strategies as needed to ensure financial goals are met.
- **Event management:**
 - Plan and manage fundraising campaigns, events and initiatives such as concerts and community activities to raise funds and awareness.
- **Donor Relations:**
 - Build and maintain relationships with current and potential donors, including individuals, corporate sponsors, and foundations.
 - Oversee donor recognition programmes and ensure timely communication and appreciation.
- **Grant Writing and management:**
 - Research and write grant proposals to secure funding from various sources.
 - Maintain accurate records of funding applications and grants received.
- **Marketing and Promotion:**
 - Develop communications materials and campaigns to promote fundraising efforts.
- **Volunteer Coordination:**
 - Recruit, train, and manage volunteers to support fundraising activities.
- **Financial Management:**
 - Maintain accurate records of donors and donations received using fundraising software.
 - Monitor income and prepare regular reports on fundraising activities and progress towards goals.

- **Stakeholder Engagement:**
 - Collaborate with the Board of Trustees and other key stakeholders to leverage their networks and support.
 - Represent Wandsworth Music at community events, conferences and meetings.

Generic Duties and Responsibilities

- To understand and support the mission and values of Wandsworth Music.
- To understand WM’s responsibilities for safeguarding children and young people.
- To comply with and maintain an up to date knowledge of all Wandsworth Music policies and procedures, including data protection and health and safety.
- To promote equality and inclusion in all WM programmes, creating a safe, supportive and welcoming environment for all.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

This Job Description reflects the current situation and does not preclude change or development that might be required in the future. Other duties may be required in line with the current and/or future needs of the organisation.

Person Specification Requirements
Experience
Experience of working with a range of trusts and foundations, including large institutional funders, preferably within the arts or education sector.
A proven track record of securing significant levels of income through grants and donations.
Event and/ or project management experience.
Knowledge/ Skills
An excellent writer, experienced at telling engaging stories and building persuasive cases for support.
Strong presentation skills and the ability to communicate complex messages to a wide range of audiences.
Knowledge of key funders in the arts and/or education sectors.
An exceptional eye for detail.
Strong IT skills, including proficiency in using fundraising software, social media and web platforms.
Knowledge of, and adherence to the Fundraising Regulator’s Code of Fundraising Practice.
Personal attributes
Enthusiasm for music and the arts, particularly the work of Wandsworth Music.
Highly self-motivated and able to work independently, using your own initiative.
Exceptional organisational and administrative skills with the ability to prioritise a complex workload.
Flexibility in all aspects of work including being available on some evenings and weekends.
Qualifications
Degree level qualification in fundraising, marketing, or a related field or equivalent levels of relevant work based experience.

Our Vision and Values

Vision

Our vision is to inspire enjoyment and excellence in music for all children and young people in Wandsworth. We want all children and young people to have the opportunity to find their musical voice, develop their personal and social confidence, progress on their musical journey and fulfil their musical talents and potential.

Mission

Our mission is to ensure that high quality and inspirational music education is available and accessible to all children and young people. We create high quality musical outcomes by providing outstanding and inclusive music tuition along with opportunities for all young people to experience the thrill of performing on world renowned concert stages.

Our values

We plan for excellence.

We have the highest musical aspirations for all children and young people, placing no limits on what can be achieved, no matter the starting point.

We act as role models.

We support children and young people to achieve their full potential and develop a lifelong love of music.

We are inclusive and responsive.

We celebrate all forms of music. We actively look to identify and remove barriers to participation and strive to ensure that young people of all backgrounds and abilities can reach their full musical potential.

Children & young people help shape everything we do.

We are committed to ensuring that the voices of young people are included in the decision making about their musical journeys.

We work in partnership.

We work collaboratively with schools, partners, and each other for mutual benefit. We seek and listen to feedback, identify, and share best practices, embrace change, and always strive to do better.