



JOB DESCRIPTION

Head of Fundraising (Trust and statutory focus)

22.5-37.5 hours (full or part-time).

We are happy to discuss contracted hours, job-share and flexible working
£40,000 - £45,000 (plus pension and other benefits)

Hybrid location – you can work in the music Hub (Gloucester) as often as you wish but you can also work remotely. We may require you to come in for particular days/ meetings with funders

REPORTING TO
CEO

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About The Music Works

The Music Works is a pioneering, national award-winning charity that is transforming the lives of young people in challenging circumstances to help them reach their full potential in music, in learning, and in life. We are working closely with industry partners to diversify the sector and create a blueprint model for future generations. The power of music and the creative process helps develop confidence, self-belief, and positivity in young people that need it the most. And this can lead to truly transformational change in their lives.

Examples of what we have are:

- State-of-the-art Music Hubs and a Music Bus
- Award winning programmes for mental health, disability and anti-social behaviour
- A national awarding body in music leadership qualifications
- The southwests' largest Black music programme
- An industry advisory group supporting a highly successful artist development and creative career programme

Here is an introduction to our work: https://youtu.be/zz14_Zi2POY

Although The Music Works delivers a local service in Gloucestershire, the work we do is increasingly leading the way nationally and we are developing a national awarding body.

It is an exciting time to join us as we look to increase both our local and national visibility. You will be joining an ambitious team who work tirelessly to improve the lives of children and young people through music



About this role and the kind of person we're looking for

Our aspirations over the next three years are to grow our influence nationally and reach over 50,000 young people a year through face to face and digital programmes plus training and qualifications. Our CEO, with a strong fundraising background, has been leading our trusts and statutory fundraising efforts, establishing strong ties with entities like Arts Council England, Youth Music, the Integrated Care Board, and local/national trusts. Armed with compelling impact stats, stories, and video-making prowess, our organisation embraces a robust fundraising culture.

Our CEO's focus is shifting to diversifying income through trading and brand partnerships, necessitating a dynamic leader to take the reins of our statutory and trusts fundraising, which currently generates over £1 million annually. She is also looking for someone to work closely with her to refine our fundraising and income strategy, and support our team and board. As we rapidly grow, our future CEO may not have the bandwidth for fundraising, potentially leading to the creation of a Fundraising Director role in the senior team.

We're seeking an accomplished fundraiser with strategic vision, ambition, and a commitment to maximising income for impact. You'll excel at growing and sustaining income from statutory funds and trusts/foundations, valuing a 'relationship fundraising' approach. Your strength lies in crafting outstanding quality proposals, conveying complex information in diverse formats tailored to funders' distinct needs, from concise summaries to extensive proposals, for local and national funders.

In return, we will offer a compelling cause, unwavering team support, an experienced CEO who understands fundraising, and a supportive board. You'll also inherit established funder relationships, paving the way for further growth.

Our CEO is deeply committed to maximising impact among young people. In just eight years, we've evolved from a small local charity into a respected multi-million pound national organisation. Join us in shaping the next chapter of our growth.





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Key Responsibilities

Statutory income

- Work closely with the CEO to submit large (6-figure) statutory bids, including bids to Arts Council England, Integrated Care Board, What Works Centres etc. To include: taking the lead on collating required information, working with staff to create a compelling narrative and drafting extensive quality copy.
- Work with The Music Works' team to create powerful reports and case studies to report to funders and influence statutory audiences.
- Represent The Music Works in meetings with statutory funders. Strengthen and extend our list of contacts and supporters across statutory bodies
- Keep abreast of statutory opportunities, mapping these to The Music Works' full range of projects and areas of work.

Trust/ Foundation income

- Lead on relationships with The Music Works' existing portfolio of Trusts and Foundations, ensuring reporting requirements and grant terms and conditions are met so funds are received as scheduled. Submit further asks as appropriate, sustaining and growing income from existing supporters.
- Actively prospect and keep abreast of grant opportunities, identifying new Trusts and Foundations to build a healthy pipeline that maps onto The Music Works' evolving needs.
- Work with The Music Works' teams to continually strengthen, and update, the charities pre-existing case for support.
- Produce highly tailored applications, securing 5 and 6 figure grants, to maintain the charities' core place-based services, as well as supporting a range of new projects with national impact.
- Build and strengthen relationships with Trusts/ Foundations by developing, and embedding, a stewardship approach that goes above and beyond the funders core requirements, reflects The Music Works' strengths and funders personalised interests. This could include, for example, arranging site visits, meetings with parent/carers-advocates or sending personalised email updates.

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General Fundraising

- Assist the CEO and Trustee board in developing a fundraising strategy to maximise income from Statutory funds and Trusts/ Foundations, whilst laying the foundation for further diversification in the future.
- Work proactively cross-team to upskill all staff on their role in fundraising success, and to keep abreast of new developments and funding opportunities.
- Provide general fundraising insight, such as advising on the development of new models and projects so they resonate with funders, advising on the prioritisation of fundraising activities so they will be most effective etc.
- Ensure high standards of data capture, in accordance with GDPR regulations, for donors and prospects.



General Organisational

- Promote and comply with all of our policies and practices
- Be responsible for identifying and undertaking training and personal development
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of The Music Works



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Person Specification

This is a senior role within our organisation, working closely with our CEO with potential for becoming the fundraising director as we grow.

You should be/have:

- A track-record of securing 6-figure income from Statutory Funds and Trust/ Foundations
- Experience of prospecting and building a healthy pipeline of Statutory Funds and Trust/ Foundations
- Experience of leading on relationships with external funders, including government departments, Trusts/Foundations and lottery bodies
- A strategic thinker who can spot opportunities and join up dots between different projects, funder needs and create a compelling narrative around this
- An ability to interpret and present complex information (including quantitative and qualitative data) to develop wide ranging copy to meet the needs of a varied funder portfolio
- Exceptional written skills, with the ability to write persuasive copy to influence funders to give
- Ability to put together and present budgets for funders
- Experience of compiling narrative and financial reports for funders
- Experience of networking and representing a charity at high-profile meetings with government officials and funders
- Experience of having taken a 'relationship fundraising' approach and having delivered exceptional stewardship
- Experience of developing (or having advised on) fundraising strategy, either generally or relating to a particular stream of income
- Exceptional inter-personal skills, with the ability to build warm long-term relationships with colleagues across the charity, charity partners, a diverse spectrum of funders and others
- Enjoys working at pace while maintaining strong attention to detail
- An ability to work constructively with colleagues to embed a fundraising ethos across the organisation, upskilling and constructively challenging colleagues as appropriate
- An ability to strategically prioritise and stay focused when faced with a breath of possible avenues of income generation and reactive opportunities.





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Details of the role

This is a part-time or full-time role (22.5 - 37.5 hours per week), subject to normal probation period of 6 months. It is a permanent role but we will consider job shares, reduced hours and flexible working with the right candidate.

The salary is £40-£45K dependent on experience.

We are flexible in terms of location – you can work in the music Hub (Gloucester) as often as you wish but you can also work remotely. We may require you to come in for particular days/ meetings with funders

Other benefits:

The Music Works is a very special place to work – people who work here say this all the time. We have worked hard to develop a culture that genuinely prioritises inclusion and diversity and seeks to enable our workforce to make independent decisions, understand their role within our bigger vision, develop in the way that is right for them and have fun.

Benefits of working with us include:

- Pension is 3% of basic salary
- Flexible working
- Lots of staff training and development opportunities
- Cycle to work scheme and a shower at work so we encourage you to be active
- Enhanced Maternity policy: 6 weeks full pay, 6 weeks half pay, 27 weeks statutory
- Wellbeing and social programme for staff
- Annual leave entitlement: 22 days plus bank holidays plus all the days between Christmas and new year
- Staff can request additional unpaid leave throughout the year
- A really amazing staff team and culture

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How to apply

Diversity and inclusion are at the heart of our organisation and we promote equal opportunities. We believe this can be achieved through attracting, developing, and retaining a diverse range of staff from many different backgrounds who reflect the community we serve. We encourage applications from all backgrounds.

In line with The Music Works safeguarding policy, this job is subject to enhanced DBS checks and satisfactory references.

To apply or for further information, please email Neil Price at fundraisers@wr-rec.uk in the first instance.

The team at WR Fundraising Recruitment are passionate about bringing together talented fundraising professionals with fantastic organisations. We'd love to hear from you if you are looking for a new fundraising opportunity.

