JOB DESCRIPTION

JOB TITLE	**Fundraising Manager**
LOCATION	**Remote, UK wide or hybrid, Edinburgh based**
HOURS	**30 to 37.5 hours per week, fixed term contract to September 2027**
SALARY	**£35,000 per annum (pro-rata depending on hours)**
REPORTING TO	**Head of Development & Engagement**
RESPONSIBLE FOR	**Community and Events Fundraiser, Fundraising Administrator**

Job purpose

This role will manage a diverse portfolio of fundraising products and supporter relationships. You will be responsible for engaging existing and prospective donors, corporate partners and fundraisers through effective campaigns and appeals, as well as reporting on these strategies.

Organisational and strategic responsibilities

- Provide leadership and management to the Community and Events Fundraiser and Fundraising Administrator, helping to define objectives, support professional development and effective delivery of our fundraising.
- Provide a valuable contribution to strategic planning and work effectively across the fundraising team on a day-to-day basis to join up opportunities.
- Develop and grow the charity's corporate offer, building on consultancy recommendations to develop this area of fundraising, cultivate corporate partnerships and generate sustainable income.
- Play an active role as a member of the organisational management team; working with peers to help deliver our strategic priorities, aims, milestones and annual KPIs.
- Deliver key objectives within the current campaign strategy timeline, and leading the wider team.
- Work closely with the Marketing and Communications Manager to ensure supporter base are effectively stewarded towards donation opportunities.
- Manage and monitor individual, corporate and community fundraising income and expenditure budgets.

- Input into quarterly board reporting narrative for fundraising and manage relevant milestones and KPIs as part of the monthly management reporting process.
- Ensure our fundraising adheres to the Fundraising Regulator code of practice.

Campaign management

- Lead project planning and coordination for the annual Christmas Big Give appeal and the Radio 4 Appeal (Spring 2028), working across teams to gather compelling content and case studies, ensuring campaign materials are delivered to agreed deadlines.
- Grow the individual supporter base and maximise gifts from existing supporters by identifying, researching and implementing individual giving and fundraising products.
- Monitor, evaluate and report on the performance of campaign and appeal budgets and marketing plans devising contingency plans where necessary.

Corporate and donor stewardship and management

- Support the Fundraising Administrator to thank donors, ensuring a consistent and engaging supporter experience and journey at all touch points across the organisation.
- Ensure all fundraising activities collect and manage donor data in accordance with relevant legislation and policies.
- Work with communications and the live music team to identify and maintain engaging stories and content to share with supporters.
- Manage the annual postal mailings for appeals, newsletters and engagement points with our existing supporter base.
- Identify, manage and steward individual donors where there is a higher propensity to support the charity.
- Manage a pipeline of corporate partnerships, mapping out connections, developing and delivering approaches that align to our strategic priorities.
- Account management of corporate relationships ensuring continued engagement with the organisation.
- Oversee our legacy marketing and stewardship of existing legators.

General

- Compliance with Music in Hospitals & Care policies
- Act with integrity and maintain the highest professional standards at all times.
- Carry out other duties as necessary to meet the needs of the organisation
- Commitment to the organisation's aims and values.
- Reasonable travel and out of hours/weekend work as required.

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. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

PERSON SPECIFICATION

	Essential	Desirable
Experience	Delivering successful fundraising campaigns, appeals and/or corporate partnerships (or equivalent experience outside of the charity sector) Developing relationships across a wide range of external stakeholders at a variety of levels. Managing projects ensuring completion within budget and deadline.	Working for a charity. Line management. Managing membership schemes Using Beacon CRM
Knowledge and skills	Effective decision making and ability to analyse opportunities. Good understanding of how to create and deliver a powerful and compelling case for support. Strong written and verbal communication skills. Excellent planning and organisational skills, including the ability to deliver multiple priorities. Understanding of budgeting income and expenditure. IT literate including MS 365 products.	Knowledge of fundraising information systems and databases.
Personal attributes	Ability to work effectively and positively as a team member Proactive team player Passion and a positive attitude Innovative and insights led	