

Fundraising Officer

Application Pack

December 2022

About us

Arts Emergency is a mentoring charity and support network. Since 2013, we have worked to address the inequalities in the creative and cultural sectors. Founded in Hackney by two friends, activist Neil Griffiths and comedian Josie Long, we now support 1,300 brilliant young people across the UK. We provide guidance so they can chart their own course. We create connections to help them get ahead.

Our values

- We are bold, actively changing UK culture in a big, far-reaching way
- We are optimistic about the future and celebrate the best in human

nature

- Community is fundamental to our existence and the success of our mission

Read more about our life-changing work in our Impact

Report: <https://www.arts-emergency.org/about-us/reports>

78% of mentees expanded their network

What we do

Arts Emergency provides 16-25 year olds in London, Greater Manchester, Merseyside and beyond with a trained mentor working in their field of interest. Mentors help Young Talent set goals, explore their passions and make decisions about higher education, training and careers.

After they complete a year of mentoring, Young Talent can continue to access opportunities, advice, resources and paid work from the Arts Emergency Network

until they turn 26. The network is made up of thousands of cultural professionals who've all offered to share crucial gateways into hard to crack industries like TV, publishing and architecture with young people underrepresented in those fields. High profile members include comedians Nish Kumar and Sara Pascoe, actors Nikesh Patel and Julie Hesmondhalgh, and writers Neil Gaiman and Sarah Perry.

“Arts Emergency has done more for me than I ever thought possible, it has opened doors I thought were closed. It has given me hope.”

Deji, Young Talent

Find out what our mentors and mentees have to say about us:

<https://www.youtube.com/watch?v=YfGpqEFQfO4&list=UUDgi0ANbxM0t8aKSpxgjdpg&index=12>

Our plans for the future

Our vision is of a society where every young person gets a fair chance to flourish and every opportunity to contribute to the culture in which they live.

This is an exciting time to join Arts Emergency and help to shape the future of the organisation. In Spring 2022, we conducted a strategic review to inform our direction and update our mission and impact. We also recruited a new Chair and new board members to help us achieve this and welcomed a new Youth Collective, who ensure that young people's voices are amplified through our work. We are currently recruiting additional board members, including two Youth Collective members to serve on the board as Young Trustees.

This is a critical time as we expand nationally to meet the urgent need for our support. Having grown five-fold since 2016, we're aiming to work with up to 2,000 young people by 2024/25. We've identified ten priority areas across the UK that meet a combination of eligibility and viability criteria for new projects.

Our Community programme is also growing to support our Young Talent with their career progression and personal development. We will enhance our work experience and paid work opportunities in partnership with creative and cultural organisations, and offer each young adult on our programme tailored CV, interview and employability support.

Read more about our plans in our Vision document:

<https://www.arts-emergency.org/files/policies-and-guidance/2019Vision-Doc.pdf>

Our team

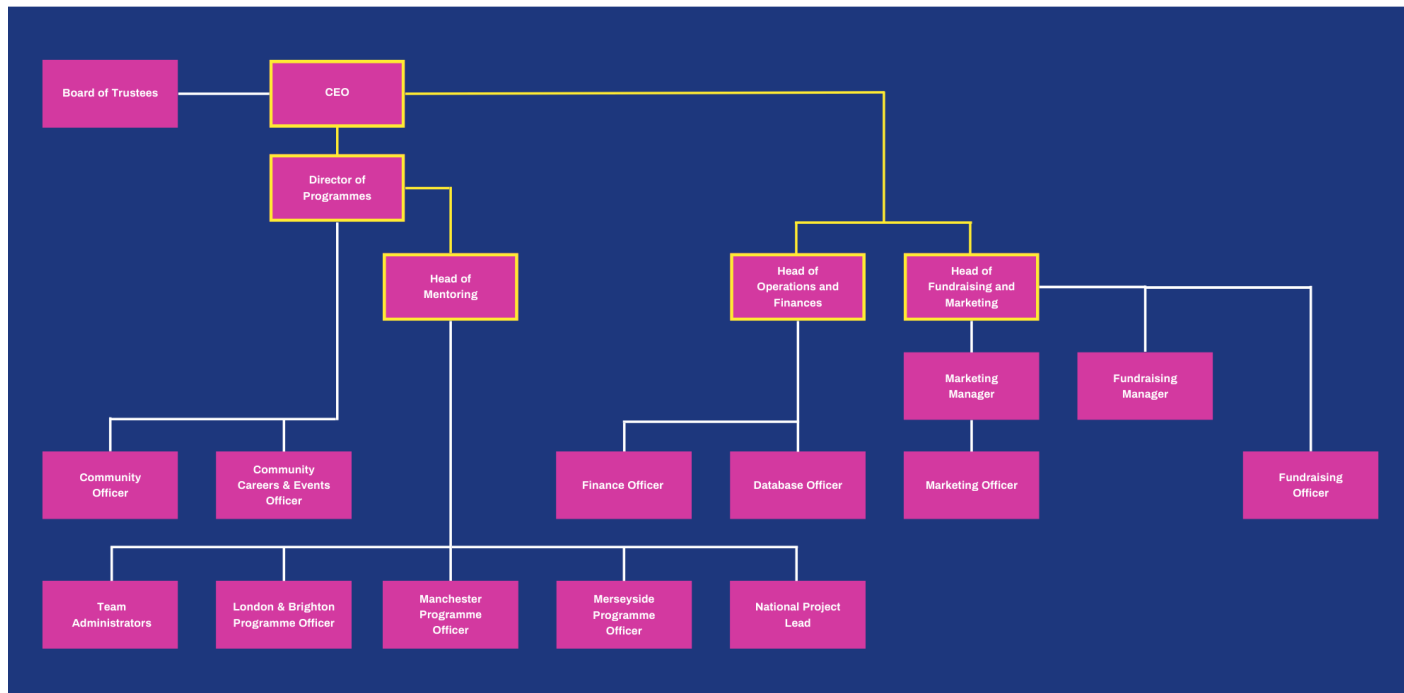
The Arts Emergency team is a group of passionate and dedicated staff and trustees who bring together a wealth of experience from the charity and cultural sectors.

“I am thrilled to be part of the hugely important changes Arts Emergency is making to the industry and its legacy that has affected so many for the

better, in such a short time.”

Yomi Adegoke - Writer, Journalist, and Board Member

Meet our team: <https://www.arts-emergency.org/about-us/our-people>



Commitment to equality and diversity

Arts Emergency is committed to being a welcoming and inclusive organisation. We're dedicated to social justice and making the arts and humanities equitable for all. We help our volunteers to address the structural inequalities in the cultural and creative industries, and use our voice to influence gatekeepers to make real, long-term changes. When we recruit we will always: show the salary, pay a living wage, and won't demand a degree as an essential criteria (unless a specific qualification is required for a role). We particularly welcome applications from disabled people, LGBTQIA+ people, Black, Asian and minority ethnic candidates.

“Our future cultural landscape is in danger of being populated exclusively by the children of the wealthy and well connected. I love Arts Emergency because it

works to bridge this gap. To create the opportunities that have been taken away”

Julie Hesmondhalgh, Actor

We are committed to the employment and development of disabled people. We guarantee to interview anyone with a disability whose application meets the person specification for a post. To be invited to interview, you must show in your application that you meet the person specification for the role. If you tell us that you have a disability we can make reasonable adjustments to the interview process, and, if you join us, to your work arrangements. If you'd like to discuss any access needs or adjustments please get in touch.

Fundraising Officer

Permanent contract

£26,250 per annum, pro raa

Part time, 21 hours per week

Arts Emergency are looking for an enthusiastic person to join our dynamic Fundraising & Marketing team.

This role focuses on thanking and looking after our large network of donors (1500+ monthly donors and many more one-off donors). As Fundraising Officer, you will be the first line of support for fundraising enquiries and be responsible for updating the fundraising database, thanking all new donors and conducting research into new funding opportunities. It's a very rewarding post, in which you'll interact with lots of

interesting and generous people, and play a role in transforming young people's life chances.

It's a fun and rewarding role where you'll work closely with our Head of Fundraising & Marketing, Fundraising Manager, Marketing Manager, Marketing Officer, and the wider Arts Emergency team around the country.

This role can be home or office based. Arts Emergency operates a 35 hour week (21 hours for this role) and we will consider compressed or annualised hours.

Arts Emergency head office is at Unit W3, 8 Woodberry Down, London N4 2TG and our Manchester office is at Peter House, Oxford St, Manchester M1 5AN. We also have access to Spaces offices around the country which can be used by all the staff if an office space is needed outside these areas.

We will occasionally ask you to travel to other offices or locations for training and team or departmental away days. Travel expenses will be covered and we will offer remote options when necessary and ensure accessibility requirements are taken into account.

There may be occasional evening/weekend work. We operate a time off in lieu system.

Key tasks

- Provide first line support for all fundraising enquiries and ensure they are followed up appropriately and in a timely manner
- Ensure the fundraising database is up to date, using it to log gifts, and appropriately engage individual donors
- Ensure that Gift Aid declarations are recorded and up to date

- Support the Head of Fundraising & Marketing in preparing monthly and quarterly income reports, particularly overseeing reporting on smaller and community donations
- Send thank you emails and post packs to donors at all levels, and keep the website up to date with donor recognition
- Coordinate donor relationships and user experiences within Arts Emergency for small regular and one-off donors (giving less than £1,000/year) and for community fundraisers
- Conduct detailed, on-going research into new funding opportunities and prospective supporters
- With the wider team, design a schedule of innovative donor events and coordinate preparation including invites and guest lists
- Contribute to donor communications on social media
- Prepare great presentations and reports as required

- Undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post
- Form strong working relationships across the organisation
- Always maintain the ethos and values of Arts Emergency and positively promote the work and activities of the charity

Key Results/Objectives

- Records of fundraising activity are well maintained on the fundraising database
- Our community and low-level supporters are appropriately engaged and mobilised to further our strategic aims
- Prospect research is set out in a clear, accurate, and up to date manner, in line with current data management legislation
- All donors are thanked by email or post
- Fundraising enquiries are responded to promptly and appropriately

- Contact with the team has been clear and proactive. Issues have been addressed quickly and reported on regularly
- Community fundraisers are well looked after, thanked and reported on
- All other fundraising administrative tasks are completed accurately

Person specification:

Qualifications

- No specific qualifications required for this role

Skills and Abilities

- Capability in Microsoft Office programs
- Strong IT skills including online CMS databases
- Good administrative and organisational skills

- Great interpersonal and relationship building skills
- Great writing skills, with the ability to communicate clearly and emotively
- Time management skills – the ability to work to deadlines, and under pressure, balancing several priorities at once
- Excellent attention to detail and accuracy, ensuring tasks fully meet the brief, incorporating all necessary elements, and are error free
- Ability to create and communicate big ideas

Personal qualities

- A commitment to upholding our values of being bold, optimistic and community-led
- Passionate and driven to make a positive impact on the world
- Always learning: a self-starter, motivated, eager to learn
- Resourceful and embraces challenge and change

- You will need to have the discipline to work independently and communicate proactively with the wider team
- Enthusiastic to work in a small but very ambitious environment

Knowledge

- A demonstrable grasp of general fundraising principles and best practice in fundraising from a variety of audiences (e.g Individuals, Communities, Major Donors, Companies)
- A good understanding of diversity and access issues within the cultural industries or state/higher education sector
- Familiar with Institute of Fundraising codes of practice, UK tax law and data protection legislation

Experience

- One year working in a fundraising environment (perhaps at college/university, through an internship or other opportunity)
- Experience of donor stewardship and relationship fundraising
- Experience of prospect research
- Experience of event coordination

Special Attributes

- Up-to-date knowledge and interest in arts and culture
- A demonstrable passion for social justice and/or equality and inclusion work

How to apply

To apply please complete the following

1. Download and fill in the application form. <https://www.arts-emergency.org/jobs>

The application includes two parts: In Part One you will provide information related to your job history since leaving school and any relevant qualifications. Part Two asks questions in relation to the Job Specification.

You can return the application form as a word document or PDF. If you prefer you can talk through the Part Two questions in an audio file (no longer than 10 minutes). To transfer an audio file, upload to wetransfer.com and use the 'get transfer link' option, then copy and paste the generated link into your email.

2. Click here to complete our Equality and Diversity Monitoring Survey.*

<https://www.surveymonkey.co.uk/r/93HWV26>

3. Once completed, please send the application form to jobs@arts-emergency.org by 11:59pm on Monday 16 January 2023 with AEFO in the subject line.

If you have any questions about the application process or the role, please contact jobs@arts-emergency.org

Please see our privacy policy to find out more about how we handle your data. You'll also find further information within the application form.

*The survey is anonymous and not linked in any way to your application. Any information you provide will be used by Arts Emergency to monitor the demographics of

candidates applying for roles and make improvements in line with our diversity and inclusion ambitions. This data will be treated in accordance with the General Data Protection Regulation 2018.

Contact us

+44 (0)20 7683 1077

jobs@@arts-emergency.org

www.arts-emergency.org

Arts Emergency

Unit W3, 8 Woodberry Down

London

N4 2TG

Registered Charity Number 1152377