

JOB DESCRIPTION

Job title: Fundraising & Events Officer

Responsible to: Director of Development

Hours of work: 35 hours per week

Holiday entitlement: 20 days plus Bank Holidays

Main Purpose of Post:

The Fundraising and Events Officer supports the Development Department to maximise fundraising income for Chetham's across the School of Music, the Library and The Stoller Hall. Working as part of a small team, this varied role involves administrative duties such as database management, gift processing and research tasks as well as full event coordination for a range of different stakeholders.

Specific Responsibilities

Administration

1. Managing the database system, ensuring records are updated on a regular basis.
2. Creating processes to ensure consistency across the team.
3. Processing donations in close collaboration with the finance department.
4. Preparing digital and print mail outs.
5. Assisting with fundraising applications and prospect research
6. Providing general administrative support and ensuring the smooth day-to-day running of the office.
7. Responding to fundraising enquiries and acting as the first point of contact for donors.
8. Keeping up to date on new regulations and policies within fundraising, specifically GDPR regulations.
9. Proofreading development materials, including applications, newsletters and marketing materials.
10. Providing administrative support for Chetham's membership schemes, assisting with the recruitment and renewal of members and sending communications.

Events

1. Managing stewardship and cultivation events including intimate lunches, patrons' events and gala dinners.
2. Liaising with internal departments to coordinate events.
3. Sending out invitations and monitoring RSVPs.
4. Representing Chetham's in a professional and confident manner.
5. Ensuring all events are delivered to a high standard and within budget.
6. Working outside of office hours including occasional weekends and evenings as required

This job description reflects the principal accountabilities of the post and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out after consultation with the post holder.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy Statements (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's name

Employee's signature

Date



PERSON SPECIFICATION – Development Assistant

Essential attributes

- Strong administrative skills and the ability to oversee the smooth running of the department.
- Reliable proofreading skills, with accuracy in grammar and an eye for detail.
- Experience managing large and small scale events.
- Highly organised with the ability to analyse and streamline processes and procedures.
- Stakeholder management.
- Strong and accurate data entry skills.
- Excellent time management skills and the ability to manage a demanding workload.
- Exceptional people skills – professional, welcoming and friendly, with a natural desire to go the extra mile to help and exceed expectations.
- Self-motivation and enthusiasm.
- A naturally flexible approach, maintaining a patient and positive attitude under pressure in a dynamic working environment.
- Willingness to be “hands on” in all aspects of the role.
- Understanding and appreciation of the work of Chetham’s.
- Suitability to work with children.

Desirable attributes

- Fundraising experience.
- Passion for or interest in heritage and history.
- Experience of working with database systems.
- Strong verbal communication skills.
- Experience of working within an arts organisation.

The post holder will be required to undergo a Disclosure and Barring Service check at the Enhanced Level.