



# VACANCY: Fundraising Manager

|                           |   |
|---------------------------|---|
| <b>RESPONSIBLE TO:</b>    | CEO   |
| <b>LOCATION:</b>          | 169b Woodhouse Lane, University of Leeds, LS2 3AR |
| <b>FULL OR PART TIME:</b> | Full time with flexible working                   |
| <b>SALARY RANGE:</b>      | £32,000-£35,000                                   |
| <b>ONBOARDING DATE:</b>   | ASAP  |

## ABOUT THE LEEDS

The Leeds International Piano Competition is one of the world's most celebrated music events and has launched the careers of some of the greatest pianists in living memory.

We are deeply passionate about the power of the piano to enhance people's lives and are regarded as global leaders in our sector for learning and community engagement. We make inspiring and enriching programmes which have young talent at their heart and use technologies to innovate artistically and extend our reach. We pursue this mission with the University of Leeds, our Principal Partner, and a suite of local and international industry specialists and partners.

Our unique approach has already established The Leeds 'as a trailblazer among a new breed of music competitions' and we are leaders among the top 3 piano competitions in the world. We are currently growing our team in order to dramatically amplify our global, artistic and social impact as we build towards our 21st Edition in 2024.

**[www.leedspiano.com](http://www.leedspiano.com)**

## JOB PURPOSE

The Fundraising Manager will help us grow our income and expand our pool of donors, to promote the financial security and sustainability of The Leeds International Piano Competition. Working within our Fundraising Strategy, the Fundraising Manager will be the lead for memberships, campaigns, trusts & foundations, legacies and fundraising events.

## PERSON SPECIFICATION OVERVIEW

You will have a passion for music and culture and this will make you a persuasive champion for our charity. You enjoy the human side of fundraising and are able to build long-lasting relationships with a wide variety of people. You are confident in articulating the benefits of philanthropy with a successful track record of raising funds from multiple sources.

You have a creative flair for generating new ideas and enjoy planning and hosting events which connect donors with our artists and our mission. You have practical experience of building effective fundraising campaigns, using consultation and data to inform a set of compelling opportunities to support our charity.

You have excellent administrative skills and are confident in using CRM systems, writing clear reports, analysis and communications for stakeholders, and producing appealing promotional materials. You use digital tools to streamline fundraising and optimise the donor's experience, as well as making improvements and efficiencies which are informed by your observations of charity sector data and trends.

Our new Fundraising Manager will be a multi-competency individual with proven abilities in all major aspects of this job description. You should also be committed to innovation in your field and personal development of yourself and others. Working closely with the CEO, the Fundraising Manager will help secure and sustain existing and future funding streams.

## MAIN AREAS OF RESPONSIBILITY

- Implementation of the Fundraising Strategy in close liaison with the CEO and Trustees
- Development and stewardship of a suite of membership schemes, fundraising campaigns and legacy giving
- Administration of the day-to-day stewardship of individual donors, trusts and foundations and corporate partners
- Delivery of an imaginative programme of fundraising events
- Meet agreed targets for contributed income <10k donations
- Researching and identifying potential new funders, including individuals, corporates, trusts and foundations
- Preparation of funding proposals and applications, and funding / gift agreements
- Coordination of the design, copy & production of all fundraising collateral
- Maintain and develop systems to support fundraising activities, including CRM/ prospect tracking system to support effective fundraising and stewardship
- Process gifts, ensuring the prompt thanking of donors, and correct entry on the CRM database
- Coordinate reporting for annual audit, and Charity Commission
- Ensure that all fundraising activity is conducted in adherence with best practice, the Leeds' policies and procedures, charity law and fundraising standards

- Generate analysis and reports for Board of Trustees, funders and stakeholders as required
- Contribute to developing the fundraising skills of the core team
- Identify opportunities in emerging technologies and fundraising trends
- Support and administration of the Development Committee
- Oversee and support the work of interns and volunteers

### General

- Commitment to equity, diversity and inclusion and applying this through this role
- Commitment to environmental sustainability and taking positive action through this role
- Other duties as may be required

## SUMMARY OF TERMS

|                       |   |
|-----------------------|---|
| <b>Contract:</b>      | To commence ASAP  |
| <b>Probation:</b>     | There will be a 6-month probationary period   |
| <b>Notice period:</b> | 3 months  |
| <b>Salary Range:</b>  | £32,000 to £35,000  |
| <b>Pension:</b>       | People's Pension Scheme   |
| <b>Holidays:</b>      | 25 days, plus statutory Bank Holidays   |
| <b>Working Hours:</b> | This role offers flexible working, can include some remote working and may entail some weekend and evening commitments. |

## APPLICATION

1. **Application Letter** - please send a letter outlining your suitability for the role with relevant examples of how you meet the Person Specification.
2. **Curriculum Vitae** - please provide your C.V. including min. 2 references.
3. **Supporting Evidence** - you are welcome to provide links to any examples of your work which illustrate how you meet the criteria.
4. **Interview** - shortlisted applicants will be invited to attend an interview in Leeds.

Applications should be sent to Fiona Sinclair, CEO: [info@leedspiano.com](mailto:info@leedspiano.com)

## PERSON SPECIFICATION

### Fundraising Manager

| Criteria   | Essential/<br>Desirable |
|--|-------------------------|
| Demonstrate an enthusiasm and understanding of our mission and appropriate rationale for undertaking this role   | Essential               |
| Substantial and recent fundraising experience to include experience of some or all of the following - regular giving / membership, trusts and foundations, institutional, legacies, corporate, and individual gifts at four figure level and above | Essential               |
| Excellent interpersonal and communication skills (written and verbal), and able to develop a rapport with a diverse range of potential donors  | Essential               |
| A background of devising sophisticated cultivation and solicitation strategies and a successful track record of managing a portfolio of mid or major gift prospects  | Desirable               |
| Commitment to ongoing personal and professional development  | Essential               |
| Experience of developing and managing events   | Essential               |
| Good understanding of funding sources and potential revenue streams, and of prospect research techniques   | Essential               |
| Experience of developing and executing a specific fundraising campaign   | Desirable               |
| Strong organisational and planning skills, with an ability to identify problems and solve them   | Essential               |
| A proven track record of developing effective relationships with a diverse range of potential donors to meet financial targets   | Essential               |
| Experience of producing persuasive communication materials and reports, adapted as appropriate to different audiences and individuals  | Desirable               |
| Experienced user of Microsoft Office and CRM relationship management systems   | Essential               |
| Experience of developing funding applications to corporate, academic, charity and public sectors   | Desirable               |
| A good understanding of fundraising best practice and regulations, including Fundraising Regulator guidelines and GDPR and data protection regulation  | Essential               |

We also encourage applications from candidates who meet most of the 'Essential' attributes and can demonstrate a strong rationale for applying for this role.

Applicants with disabilities, impairments or health conditions:

We want to make sure that all candidates have equal access to our recruitment opportunities and selection procedures. If you have a disability, impairment or long-term health condition that may affect your ability to submit an application, or if you need any

adjustments to be able to attend an interview, take part in the selection process or to carry out the job you are applying for, please send details to Fiona Sinclair, [info@leedspiano.com](mailto:info@leedspiano.com). This will enable us to make any reasonable adjustments. Any information provided will not inform any part of the recruitment and selection process.

## MORE ABOUT THE LEEDS

The Competition is admired and respected around the globe. Known colloquially as 'The Leeds', the triennial competition was established in 1963 by Fanny Waterman and Marion Thorpe and the 20th Edition of the Competition took place in 2021. Pianists from 17 countries competed in Leeds for the prestigious Dame Fanny Waterman Gold Medal, which was awarded to Alim Beisembayev from Kazakhstan. Our world-class prize package supports our prize-winners to establish their careers through a stellar collective of partnerships which includes artist representation with [Askonas Holt](#), a recording deal with [Warner Classics](#), international tours in association with Steinway & Sons, a début at Wigmore Hall (London), BBC broadcasts and significant media coverage, as well as bespoke mentoring and coaching. HD global streaming of the competition reached audiences in 140 countries and has achieved a viewership of 4.7 million in 2021.

We are proud of our civic programmes which are rooted in our communities and The Leeds Piano Trail has been nominated for a prestigious RPS Award. This 2 week festival engaged over 206k people in 2021 through a specially commissioned sculpture and piano trail in public spaces and we collaborated with 53 city partners, bringing an estimated GVA of £1.65m back to the city. The pianos have been permanently installed and over 1.84m people will engage with our programme in 2023, returning a bigger scale programme to Leeds in 2024 with an extended sculpture trail made entirely from recycled pianos.

Importantly, we are championing the piano to a new generation of children and young people, building a lifelong learning programme starting with primary education. The programme leverages a hybrid blend of live and digital learning on an international scale, in partnership with the Lang Lang International Music Foundation. Now is an exciting time to join the Leeds as we look to develop and grow both our fundraising, and the impact that we can then achieve...

Find out more at:

**[www.leedspiano.com](http://www.leedspiano.com)**