

# Sound and Music

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## Job Description

<b>Title of Post:</b>	Fundraising Coordinator
<b>Contract &amp; hours:</b>	Permanent contract, full time (37.5 hours)
<b>Location:</b>	Anywhere in England. We are adopting a hybrid working approach (a mix of remote and home working) although all staff need to be prepared to travel to London for meetings at our offices at regular intervals
<b>Salary:</b>	£23,000-£26,000 depending on experience
<b>Reporting to:</b>	Head of Development
<b>Created:</b>	March 2022

### 1. General Information

This is an exciting and important post within Sound and Music's small Development team, supporting the Head of Development to deliver the Development Strategy.

The postholder will play a key role in helping Sound and Music to maximise income from individual givers, major donors and trusts and foundations. This will include writing funding applications, creating new and engaging online content and copy, and regularly communicating with supporters about the impact of our work on our beneficiaries and the importance of their support.

The position involves supporting the work of the Head of Development to deliver high quality stewardship and donor care and ensure accurate and timely administration including CRM management, thus enabling Sound and Music to maintain excellent relationships with individual donors as well as trusts and foundations.

Sound and Music is moving to a hybrid working model with a mix of in person and remote working, so we welcome applications from anywhere in the UK although postholders will be expected to come to London regularly for in person meetings with colleagues in our offices at Oxford House, Bethnal Green.

The post holder will support Sound and Music's commitment to equality, diversity, and inclusion, contributing to a culture of respect and collaboration in the organisation's internal and external activities.

First round interviews will take place in April on Zoom / in person and a smaller number of candidates will be seen for a second round, taking place on Zoom / in person. Full details at the bottom of this document.

### 2. About Sound and Music

Sound and Music is the national charity for new music. Our vision is to create a world where new music and sound prospers, transforming lives, challenging expectations and celebrating the work of its creators.

Our mission is to maximise the opportunities for people of all ages to create and enjoy new music.

Sound and Music has three overarching, interconnected and equally weighted aims that shape its activity:

- Artist development
- Audience engagement
- Supporting children and young people to create their own music

The creative programme for Sound and Music makes a unique and distinctive contribution to the arts in the UK. We are a National Portfolio Organisation of Arts Council England.

Sound and Music is an equal opportunities employer. We are committed to making recruitment and employment at Sound and Music inclusive and accessible. We particularly welcome applications from backgrounds that experience racism, and/or who are disabled or neurodiverse, or from lower socio-economic backgrounds, to whom we will offer an interview if you meet the essential criteria for the role (see section 5).

- [www.soundandmusic.org](http://www.soundandmusic.org)
- [www.thesampler.org](http://www.thesampler.org)
- [www.britishmusiccollection.org.uk](http://www.britishmusiccollection.org.uk)
- [www.minuteoflistening.org](http://www.minuteoflistening.org)
- <https://listenimaginecompose.com/>
- <https://gocompose.soundandmusic.org/>

### **3. Key Responsibilities**

#### **General**

- Support the Head of Development in the delivery of Sound and Music's Development Strategy
- Ensure high quality and timely supporter care and administration, including acting as a main point of contact; keeping the CRM up-to-date and accurate; ensuring timely and regular communications by email and/or post as appropriate
- Project manage delivery of online/offline fundraising appeals from proposing initial concepts, writing briefs, drafting copy and developing collateral through to delivery and post appeal analysis

#### **Income generation**

- Support the Head of Development in researching, applying to, communicating with and reporting to trusts and foundations
- Proactively research and develop new target groups of individual givers to support Sound and Music's work
- Work closely with the Audience and Insight Executive and Communications and Sales Coordinator to create, monitor and analyse online fundraising activity

#### **Enabling cross-team working**

- Support the Head of Development and Head of Digital and Audience Engagement to devise strategies for development presence in all relevant communications and marketing activity including across Sound and Music's website and digital platforms
- Keep abreast of trends in and look for opportunities to test innovative fundraising activity, in particular in the digital/social media space
- Engage with and support the wider team with fundraising activity across all programmes and activity, including participating in monthly Income Generation meetings

#### **Common responsibilities for all Sound and Music employees**

- Be a creative contributor to the development of the organisation and its relationship to the sector

- Take a flexible approach to work and to be willing to undertake other duties as reasonably requested
- Be an active and positive advocate for Sound and Music on a day-to-day basis and at events (as required)
- Contribute to the organisation's understanding of equality, diversity and inclusion; its implications for the arts; and how it informs all the organisation's decision-making
- Ensure adherence (at all levels) to the organisation's required policies and procedures with particular reference to Employment Rights, Equal Opportunities, Data Protection and Privacy, and Health and Safety and other statutory requirements
- Lead by example by exemplifying the values of the organisation and adopting quality internal processes which adhere to agreed procedures and are compliant with good governance as set by the Board
- Feel ownership of the website and take responsibility for generating and servicing content where it relates to your area of work
- Provide excellent customer service in dealings with the public and Sound and Music's community
- Work in the best interests of artists, arts organisations and audiences throughout the country

#### **4. Special conditions of the post**

A small amount of evening and weekend working to attend and network at events could be helpful (time off in lieu is taken afterwards), but this will be optional and decided in conversation with the Head of Development.

#### **5. Selection Criteria**

Applicants will be shortlisted and selected for interview on the basis of the following essential criteria:

- Experience of working in a fundraising setting
- Experience of writing copy with a high degree of accuracy for a variety of audiences
- Experience of acting as a friendly point of contact for supporters or customers
- Ability to complete data entry work and other administration efficiently and accurately
- Ability to balance competing priorities and work to deadlines in a fast-paced environment
- Ability to work independently as well as part of a team
- Knowledge of digital platforms such as social media and newsletters
- Confident with computers, including MS office applications
- Demonstrable commitment to equality, diversity and inclusion
- A commitment to Sound and Music's mission

Your application will be scored against these criteria and the highest scoring applications will be invited to interview. However, we recognise that many people have faced barriers to opportunity and experience due to racism, being disabled and/or neurodiverse or for socio-economic reasons. If this applies to you then there is a voluntary question in the application form for you to disclose this information, and if you meet the essential criteria then you will be invited to interview.

The selection panel will not see your personal details unless you are invited to interview.

#### **6. How to apply**

Please apply by completing this application form: <https://airtable.com/shr0FUcblMHvVC1BS>

There are no word count limits but please try to be as concise as possible – a maximum of 250 words per question as a guideline.

Please let us know if you would like to submit your application in another format.

The application form includes the following questions:

1. What attracts you specifically to joining this organisation and to this role in particular?
2. Tell us about your fundraising experience, highlighting success in contributing to income generation for an organisation.
3. Can you give an example of your experience writing copy and creating content or messaging for multiple audiences? How did you approach this and what methodology did you employ?
4. When have you acted as a friendly point of contact for an organisation?
5. When have you undertaken data entry work? What tools did you use to carry out this work, and how did you ensure it was done efficiently and accurately?
6. Please give an example of when you have needed to manage multiple priorities, and how you ensured that you delivered on time and to a high standard.
7. Please give an example detailing when you have had to work as part of a team and tell us what your specific contribution was?
8. How have you shown your commitment to equal opportunities and diversity? (This doesn't have to be from paid employment).
9. What social media platforms or newsletter services have you used? Can you describe your experience of using digital platforms to communicate?
10. Can you explain your understanding of Sound and Music's mission, and demonstrate your commitment to this mission?

## **7. Timeline, interview process and panelists**

**Please check Sound and Music's website for the most up to date information about timings.**

19 <sup>th</sup> April ( <b>9AM</b> )	Deadline for applications – <b>9AM</b>
22 <sup>nd</sup> April 2022	Applications will hear whether invited for interview
28 <sup>th</sup> April 2022 (AM)	First round interviews
5 <sup>th</sup> May 2022 (PM)	Second round interviews

Interviews will be on Zoom / in person with Sophie Morrison (Head of Development) and Sonia Stevenson (Head of Music Patron).

All applications will be treated in the strictest confidence.

If you have questions about the role or the process, please contact Wendy Attewell, Sound and Music's HR consultant, on [wendy.attewell@soundandmusic.org](mailto:wendy.attewell@soundandmusic.org).