



F A C T

Job Title:	Development Coordinator
Reporting To:	Fundraising & Development Manager
Hours of Work:	35 hours a week and as necessary to fulfil the scope of responsibility within the role.
Salary	£15,000 - £17,000 depending upon experience
Closing Date Applications	29 September
Application Method	Complete application form
Interview Dates	17 October

Purpose of post

The purpose of the role will be to help to identify, develop and implement opportunities to secure funding for projects and activities, in line with FACT's business plan.

In particular, this will involve providing administrative and practical support, including research, application and bid writing, and supporting the Fundraising & Development Manager in the development and coordination of fundraising initiatives.

The post will work collaboratively with teams across the organisation.

About You

You may never have thought about a career in Fundraising before but you are a passionate, early career, arts professional who wants to help make excellent projects happen. You will have some experience in fundraising, events management, business development or marketing and want to get hands on experience in a fast-paced environment that is locally relevant but internationally excellent. Communicating face-to-face, by telephone and email must come naturally, and the successful candidate will be adept at developing and maintaining good relationships with a range of stakeholders, from artists and academics to commercial digital and creative companies.

FACT is driven by art and technology, and you should have an appreciation for both the creative and the technical. So, while we want to hear all about your love of all things culture, a spreadsheet has to be your friend, and your organisational skills must be second to none.

This job will be perfect for you if you want to get your hands on some big projects while being trained up on the job by a small and friendly team.

Key Responsibilities

- Carry out research and monitoring activity to identify and assess relevant funding opportunities. This will include helping the organisation to anticipate and respond to new initiatives and market trends.
- Assist the Fundraising & Development Manager to coordinate and support fundraising activities across the organisation, ensuring that managers are alerted to relevant opportunities in their business areas, and helping them to adhere to bid-writing, application, monitoring and reporting timeframes and processes.
- Assist in identifying and researching current and prospective donors and funders, working with senior managers to develop and curate effective relationships with such individuals and organisations in a proactive and methodical manner.
- Act as an initial point of contact and coordination for fundraising matters, providing a high-quality communication service to internal and external stakeholders in an efficient, effective and professional way.
- Assist managers and other team members in drafting correspondence and documentation, such as emails, letters, reports, briefings, applications or other communication items to support fundraising activity.
- Assist in developing and maintaining systems to ensure all funding research, bids, contracts, reports and other records relating to fundraising activity are produced, filed and archived in a systematic and efficient way.
- Assist in the management of data relating to funders and fundraising, including the movement of historical data into new information management systems as required.
- Assist in planning and delivering new fundraising-related events and projects, including time-bound campaigns and new creative initiatives to grow income sustainably from individual and corporate donations and subscriptions.
- Work closely with Marketing and Communications team to produce and disseminate materials that effectively communicate FACT's Case for Support and fundraising activity to all relevant stakeholders, across a range of formats and media including audio, video, print media, newsletters, web content, social media, and 'point of sale' e.g. donations box,
- Work closely with Finance team to ensure all income from grants, trusts, & foundations, subscriptions and donations is routinely and reliably forecasted, recorded, reported and monitored.

Person Specification

Essential

- Previous experience in one or more of the following fields: fundraising, events management, business development or marketing
- Excellent written and verbal communication
- Strong ability to deal with people of all levels of seniority and background
- Excellent word processing and data processing skills, with good knowledge of Word, Excel and database administration
- Demonstrable interest in the arts/cultural/creative sectors
- Demonstrable interest in a career in fundraising in the charitable sector

Desirable

- Knowledge of Mac systems
- Experience of using a CRM, preferably Salesforce
- Experience of using an email marketing service, preferably MailChimp
- Experience of using a CMS, preferably Craft
- Knowledge and experience of crowdfunding and other online fundraising platforms and systems

Key Behavioural Competencies

- A positive disposition with the ability able to stay motivated and focused
- The ability to stay calm under pressure
- Exemplary time keeping and reliability
- Strong organisational skills