**FUNDRAISER**

# APPLICATION PACK

Thank you for your interest in the Fundraiser vacancy.

Details of the background and context to this role can be found in this pack.

**How to apply**

Please complete the following:

1. Application form

2. Covering letter explaining why you are applying for the position, and how your experience and expertise fits the role

3. Up to date CV which explains any gaps in employment

Once you have completed your application documents, please return them before the closing date to:

Penni Pierce

Executive and Project Assistant

Creative Foundation

Quarterhouse

Mill Bay

Folkestone

Kent CT20 1BN

Or alternatively, please email your completed application to: [pennipierce@creativefoundation.org.uk](mailto:pennipierce@creativefoundation.org.uk)

If you have any questions relating to this vacancy, please contact Liz Duckworth by email: [lizduckworth@creativefoundation.org.uk](mailto:lizduckworth@creativefoundation.org.uk)

**Deadline**

Closing date for applications: **Friday 29 May 2015**

Interviews will be conducted on Friday 5 June 2015

**ABOUT THE CREATIVE FOUNDATION**

**Our Vision**

The Creative Foundation is a unique arts organisation with a range of activities meaning it makes a positive difference to the town, the region, its inhabitants and its visitors. This gives the charity a significant advantage in making it a great place to work.

**Our Mission**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

**Our goals and objectives**

**Goal 1: Creatively engage the people of Folkestone**

Objective 1: Bring quality art to the town for everyone in Folkestone

Objective 2: Bring quality creatives to Folkestone and the Creative Quarter

Objective 3: Provide opportunities for people to develop creatively

Objective 4: Encourage creative engagement with partners and agencies

**Goal 2: Creatively transform the look of Folkestone**

Objective 1: Bring artwork to the town

Objective 2: Creatively maintain the Creative Foundation portfolio

Objective 3: Ensure the Creative Quarter public realm looks and feels attractive

Objective 4: Encourage creative engagement by relevant bodies and individuals with property and the public realm

**Goal 3: Creatively change the economy of Folkestone**

Objective 1: Attract and retain new creative businesses

Objective 2: Deliver the creative visitor economy

Objective 3: Attract creatively engaged people to live in Folkestone

Objective 4: Encourage creative investment in Folkestone by others

**Goal 4: Change the reputation of Folkestone as a creative town**

Objective 1: Promote the Creative Foundation model for immersive creatively-led regeneration

Objective 2: Effective promotion of Creative Foundation activities

Objective 3: Create a virtual Creative Foundation through digital technology

Objective 4: Encourage others to promote the reputation of Folkestone

**Goal 5: Create a sustainable Creative Foundation**

Objective 1: Have a clear understanding of CF’s vision, mission, values and business plan

Objective 2: Align the financial model with the organisation's vision

Objective 3: Invest in resources, including staff, to deliver the vision

Objective 4: Build appropriate partnerships to deliver the vision

**Our projects:**

The Foundation currently has five major projects; the Creative Quarter, Quarterhouse, the Folkestone Triennial, the Folkestone Artworks and the Folkestone Book Festival.

For more information, visit our websites:

<http://www.creativefoundation.org.uk/>

Creative Foundation projects:

[Creative Quarter](http://www.creativequarterfolkestone.org.uk/)

[Quarterhouse](https://www.quarterhouse.co.uk/)

[Folkestone Book Festival](http://www.folkestonebookfest.com/)

Folkestone [Artworks](http://folkestoneartworks.co.uk/)

[Folkestone Triennial](http://www.folkestonetriennial.org.uk/)

**JOB DESCRIPTION**

**Job Title:** Fundraiser

**Hours: Full time or p**art time

**Salary:** £27,000 per annum pro rata

**Reports to:** Development Manager

**Location:** Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN

**Purpose of Job and Key Objectives**

The Fundraiser will be responsible for developing high level partnerships with a wide range of trusts, foundations and corporate supporters in order to secure funding for the Creative Foundation’s projects, working alongside the Development Manager.

This is an exciting opportunity for a motivated and entrepreneurial individual. We are looking for someone who shares our drive, determination, tenacity and passion. The Fundraiser will have an outward-facing background, such as fundraising, marketing or sales. Motivated and persuasive with first class communication skills, the post holder will have the ability to form strong relationships with funders and colleagues and engage with a range of stakeholders at a senior level.

**Principal Duties, Tasks and Responsibilities**

* To identify, research and pursue opportunities within grant-making trusts and foundations.
* To identify, research and pursue opportunities within local and regional corporate organisations.
* To co-ordinate plans with the Development Manager and other Creative Foundation staff.
* To communicate the Creative Foundation vision and mission to potential funders and supporters.
* To develop appropriate proposals to potential funders and supporters, in line with the Creative Foundation Business Plan, and pitch those proposals to people at all appropriate levels from grant officers to CEOs and trustees.
* To create, nurture and maintain excellent relationships with organisations, by ensuring consistent excellent standards of engagement and management of relationships.
* To expand and maintain financial and in-kind support from trusts, foundations and the corporate sector in order to fund and support the work of the Creative Foundation.
* To monitor and evaluate the outcomes of funding and support and produce progress reports, as required by funders.
* To work with the Creative Foundation Board to ensure that all fundraising opportunities are fully exploited.
* To keep abreast of changes in the fundraising market and environment and to continually research for new opportunities to secure funding.
* To represent the Creative Foundation at events to raise its profile and network with people of influence.
* To undertake as required any other tasks within the fundraising team.

**NB. This job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Creative Foundation Chief Executive without change to the level of responsibility appropriate to the grading of the post.**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| KNOWLEDGE AND EXPERIENCE |  |  |
| Experience of writing an application for funding. | ✓ |  |
| Experience in trust and foundation fundraising. |  | ✓ |
| Good knowledge of public and private sector funding sources, structures and organisations. |  | ✓ |
| Good knowledge of fundraising techniques. |  | ✓ |
| Sound experience of developing and pitching proposals. | ✓ |  |
| SKILLS |  |  |
| Excellent telephone manner and good spoken and written English. | ✓ |  |
| Excellent report writing skills. | ✓ |  |
| Proficient in using the MS Office suite. | ✓ |  |
| Strong networking, relationship building, negotiating and influencing skills. | ✓ |  |
| ATTRIBUTES |  |  |
| Interest in creative activities. | ✓ |  |
| Outgoing and friendly. | ✓ |  |
| Organised. | ✓ |  |
| Shows attention to detail. | ✓ |  |
| Team worker. | ✓ |  |
| Ability to represent the charity at a senior level. | ✓ |  |
| Confident and determined in liaising with individuals at all levels. | ✓ |  |
| Communicates ideas effectively. | ✓ |  |
| Resilience and the ability to cope with rejection. | ✓ |  |
| Commitment to Creative Foundation project and goals. | ✓ |  |

**Terms and Conditions**

The terms and conditions are as specified in the contract of employment.

This is a full or part time appointment. The role may involve some evening and weekend work.

**FUNDRAISER**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| --- |
| Are you legally eligible for employment in the UK? |
| How did you hear about this vacancy? |

|  |
| --- |
| What is your earliest availability to take up this new position? |
| How many days are you available to work each week? |

**SECTION 2: DECLARATION**

|  |
| --- |
| Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.  Signature: Date: |

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

**SECTION 3:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTION, USING NO MORE THAN 500 WORDS:**

Why do you think you are suitable for the post of Fundraiser, and what skills will you will bring to the role?

**SECTION 4:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

**Equal Opportunity Monitoring Questionnaire**

**Job Title:** Fundraiser

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender:** | | Male | | |  | | | 🞎 | |
|  | | Female | | |  | | | 🞎 | |
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| **Age:** | | |  |  | | --- | --- | | 18 – 25 |  | | 26 – 35 |  | | 36 – 45 |  | | 46 – 55 |  | | 56 – 65 |  | | Over 65 |  | | | |  | | | 🞎 | |
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| **Ethnicity/cultural diversity**  Please choose one from A to E, then tick the appropriate box to indicate your background. | | | | | | | | | | |
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| A | White | | |  | |  | | |  | |
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|  | British | | |  | |  | | | 🞎 | |
|  | English | | |  | |  | | | 🞎 | |
|  | Scottish | | |  | |  | | | 🞎 | |
|  | Welsh | | |  | |  | | | 🞎 | |
|  | Irish | | |  | |  | | | 🞎 | |
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|  | Any other white background, please write in:  ………………………………………………… | | | | | | | | | |
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| B | Mixed | | |  | |  | | |  | |
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|  | White and Black Caribbean  White and Black African  White and Asian | | | | | | | | 🞎 | |
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|  | Any other Mixed background, please write in:  ……………………………………………………… | | | | | | | | | |
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| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | | | | | | | | | |
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|  | Indian  Pakistani | | | | | |  | | 🞎 | |
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|  | Bangladesh | | | | | |  | | 🞎 | |
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|  | Any other Asian background, please write in: | | | | | | | | | |
|  | …………………………………………………… | | | | | | | | | |

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| D | Black, Black British, Black English, Black Scottish or Black Welsh | | | | |
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|  | Caribbean |  | | | 🞎 |
|  | African |  | | | 🞎 |
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|  | Any other Black background, please write in: ……………………………………………………… | | | | |
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| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | | | | |
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|  | Chinese | |  | | 🞎 |
|  | Vietnamese | |  | | 🞎 |
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|  | Any other Chinese background, please write in: …………………………………………………… | | | | |
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| F | Other Ethnic Group | | | |  |
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|  | Please write in: ………………………………………………… | | | | |
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| **Disability monitoring** | | | | |  |
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| Do you consider yourself disabled? | | | | |  |
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| Yes | |  | | | 🞎 |
| No | |  | | | 🞎 |
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| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? | | | | | |
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| …………………………………………………………………………………………………… | | | | | |
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