

WIMBLEDON BOOKFEST

Festival of Arts & Culture

Job Profile

Job Title: Fundraising: Individual Giving & Partnerships Manager

Line Manager: Festival Director

Direct reports: N/A

Hours: 2.5-3 days per week and flexible during Festival times

Salary: £36,000-£40,000 pro-rata depending on experience (Freelance)

Location: Wimbledon, London

Job purpose:

To develop the fundraising strategy for Wimbledon BookFest and lead fundraising activity across the charity's diverse income streams including: individual donors, corporate sponsors, trusts and foundations, to increase funding available for our Education programme and public festivals. With Wimbledon BookFest entering its 16th year, this is a great time to join this highly respected cultural organisation.

Key accountabilities:

- Lead on the delivery and implementation of the fundraising strategy for each income stream.
- Develop our individual giving/high net worth offering.
- Develop existing corporate sponsor programme by increasing stewardship of current partners and developing a pipeline of prospective ones.
- Develop ideas for creative sponsorship and funding opportunities in line with our strategic ambitions, putting together proposals; identifying suitable partners; presenting proposals and closing deals.
- Review and develop the Friends programme to increase year on year donations and satisfaction levels.
- Ensure the organisation is up to date with its Gift Aid declarations.
- Work closely with the Festival Director to take on relationship management of key sponsor accounts and major donors.
- Ensure all funders/partners are appropriately thanked and grant terms and conditions acknowledged, recorded and completed in a timely fashion.
- Maintain an effective database of contacts and stakeholders.
- Responsibility for achieving and surpassing annual income targets.

Knowledge, qualifications and experience

- Demonstrate sound experience in fundraising within a charitable setting, ideally within an Arts/literature charity.
- Experience of developing a fundraising strategy.
- Strong background in stakeholder management and experience of volunteer management is desirable. You will need to be able to build relationships and influence people at senior level.
- Excellent organisational and planning skills.
- An excellent team player with a flexible approach, able to work on your own initiative without close supervision.
- Job holder must have good written and spoken communication skills as there is a need for the post holder to communicate with people at all levels. Diplomacy and confidentiality are also essential in dealing with topics that can be of a sensitive nature.
- Knowledge of the local area is desirable but not essential.

Note:

The job is a new post and is initially advertised as a one year contract with a view to extend.

This job profile is aimed at describing the core output that should be achieved in this role. It is not intended to include specific tasks, temporary activities or projects. This generic approach in writing overall purpose and accountabilities supports focus on key outputs and flexibility in a changing context. Specific results to deliver each year in your role based on your job profile are listed in your individual objectives.

Whilst this role is a part-time position, there is an expectation that the successful postholder will be able to operate flexibly during our key festival times (at evenings and weekends) and sponsor events, due to the nature of the charity's work.

About Wimbledon BookFest

Wimbledon BookFest is an arts and education charity (Wimbledon Arts: 1120297)

Wimbledon BookFest is committed to Equal Opportunities in employment and seeks to achieve diversity amongst its staff to reflect the community it serves.

Address: 35 Wimbledon Hill Road, Wimbledon SW19 7NB

Closing dates: Friday 20 January 2023 (midday)

Interview dates: Friday 3rd and 10th February 2023

Start Date: March 2023

Please send applications to: jobs@wimbledonbookfest.org