

<b>Post</b>	Fundraising Manager (Individual & Corporate)
<b>Contract</b>	3 days per week, 1 year contract with a view to extending <i>Salary reconsideration after 1 year if targets are exceeded</i>  <i>Open to flexible working in discussion with line manager</i> <i>Freelance applications welcome</i>
<b>Salary</b>	£32,000 FTE - pro rata'd £19,200
<b>Responsible to</b>	Executive Director

### Role Summary

This is a new role within the company dedicated to generating large individual giving and corporate sponsorship/donations to support not-for-profit Jazz re:freshed's many artist focussed activity strands and ambitions. You will spend time with the small senior management team to understand the cultural nuances and relevance of the company in tandem with our achievements, influence on the sector and unique positioning within the British Jazz ecosystem. With a deep understanding of the journey of Jazz re:freshed, you will use your 3+ years experience and hit the ground running, working to achieve a £90k giving target for the 2022/2023 period while setting up necessary systems and policies e.g. a gift acceptance policy considering cultural value vs monetary value.

Jazz re:freshed is an Arts Council England National Portfolio Organisation and PRS Foundation Talent Development Partner. The team at Jazz re:freshed have also secured a number of modest contributions from donors, sponsors and brand partners every year for the past 5 years. There are opportunities here to turn one off giving into multi year giving or small donations into larger donations. The £90k organisational target proposed is on the basis of the fundraising capacity increased by the introduction of this role. If targets are substantially exceeded, we would be happy to review salary levels as a reflection of a job excellently done..

### About Jazz Re:freshed

Not for profit organisation Jazz re:freshed, provides a portal to exciting music on the scene and enables UK Jazz to thrive and extend its international reach.

A small but relentlessly determined Black-led organisation, Jazz re:freshed is a cultural and global movement. The sum of our parts has created something special on the UK Jazz scene. We work on supporting, developing and promoting young and diverse emerging artists and bands across multiple platforms, raising their profile and creating an audience and industry buzz through our weekly live residency, annual one day festival, band development

programs, DJ Club nights, multiple partnerships, record label and international showcasing which has had a major positive effect on the trajectory of the British Jazz scene.

Formed in 2003, at the core, our mission continues to be to globally elevate, amplify and spotlight the breadth of expression in UK Jazz, while breaking down the boundaries for audiences to access the music. We have a forte for spotting talent and our small not for profit record label won the Best Independent Label in the 2020 AIM Awards (Association of Independent Music) and the Innovation Award in the 2020 Jazz FM Awards. In 2019 we received a Mercury Prize Album of the Year nomination for Cassie Kinoshi's SEED ensemble debut release, Driftglass. We have been nominated for the 2021 Jazz FM Digital Award.

During these challenging times, Jazz re:refreshed has remained strong and determined to continue to be a beacon for UK Jazz globally. In 2020 and 2021 we converted our key live activity - annual festival JAZZ RE:FEST and weekly event - into Covid-safe pre-recorded events, broadcast via YouTube, attracting weekly views, often in excess of 20,000 globally.

### **Fundraising Manager (Individual & Corporate)**

As the Fundraising Manager, you will work largely independently taking some leads from Jazz re:refreshed's existing network of potential supporters plus seek out and cultivate new prospective donors, with a focus on corporate sponsors and large individual giving. You will proactively be nurturing and developing relationships for long term commitments to the company with notable successes being achieved within your first year. The role would suit someone with close attention to detail and an understanding of giving in the arts sector; 3+ years experience in securing fundraising for not-for-profits and most importantly somebody ready to hit the ground running and demonstrate their worth.

Jazz re:refreshed is exploring converting all or part of the organisation into a registered charity moving away from the not-for-profit organisation with an asset lock model. We recognise that this will further bolster your ability to secure support.

### **Duties will span:**

- Implementing fundraising strategy in accordance with the JRF business plan
- Seek out philanthropic givers and investors, corporate and brand sponsorships, etc, developing supporter programmes where relevant and overseeing supporter relationships across the work
- Proactively research and identify large individual/corporate prospects to support our core costs and/or projects
- Build a database of new giving opportunities and contacts and actively develop relationships, ensuring an active dialogue
- Produce innovative and attractive proposals
- Reporting on annual targets and providing status updates to the board and CEO's
- Work with the Executive Director and Artistic Directors to develop and coordinate specific project sponsorship proposals, as well as input for JRF's continued Arts Council NPO status
- Lead on the delivery of corporate hospitality and any relevant corporate cultivation events

- Work with briefs from clients and JRF to design new content if needed, propose T&Cs, keeping the finance department informed
- Manage and track donation pages
- Keep track of deadlines and report requirements
- Liaising with the Digital Content Editor to create material for a supporters pack
- Liaise with the Administrator to creatively analyse and collect data in accordance with GDPR

### **Personal Specification**

- Track record of income generation and making income generating proposals to corporate funders
- Excellent negotiation and persuasion skills
- Excellent attention to detail and ability to follow processes with accuracy
- Experience with budget control and management
- Bid writing and reporting skills
- Excellent copywriting
- A commitment to working positively and flexibly in a small team
- An aptitude for I.T. packages (e.g. word, excel, Gmail, Google Drive, etc) and platforms to set up and manage donation pages
- Knowledge and/or experience of work in the arts sector, specifically music
- A friendly personable character with effective communication and networking skills and personal credibility to maintain and cultivate relationships within Jazz re:freshed.
- A self starter can-do attitude able to work independently (with guidance and support when required)
- A creative thinker with a strong sense of integrity and a values-driven approach to fundraising.
- Motivation and passion for the artistic mission of Jazz re:freshed