

# Olympias Music Foundation – Fundraising and Development Manager (Maternity Cover) Job Pack



Job title: Fundraising and Development Manager (Maternity Cover)

Location: Manchester & remote (minimum of 2 days in the office in Manchester per month)

Contract: 9 months fixed contract – full-time or part time

Salary: £35,000 to 37,000 pro rata dependent on experience

Deadline for applications: 5pm 28<sup>th</sup> May 2023

## Summary

We are seeking a dynamic Fundraising and Development Manager (Maternity Cover) to build on the work of the [Olympias Music Foundation \(OMF\)](#) at an exciting point in the charity's growth. The charity's three-year strategy has recently been formulated and funding priorities have been outlined, meaning the successful candidate can hit the ground running with clear development goals and funding priorities.

The role is flexible and we are willing to discuss either full-time or part-time working from Manchester or remotely from other parts of the UK. The successful candidate will be joining our close-knit team to ensure OMF can continue to bring music to communities, and to manifest positive lasting change in the music sector in Manchester.

## About us

[Olympias Music Foundation](#) (OMF) is the only organisation in Manchester providing free, sustained, high-quality musical opportunities to those from low-income families and diverse backgrounds. Since 2015, we have delivered 13,000+ music lessons to children in Manchester, engaging hundreds more children and adults through choirs, workshops, and performances. Our vision is that every child in Manchester has access to a high-quality music education and that, through our work, communities are supported and thriving.

OMF is led by a Chief Executive, with a Development Director (maternity leave) and Programmes Coordinator, supported by a Programmes and Finance Administrator and up to 12 freelance teaching staff who deliver our music lessons and choirs.

We have ambitious plans – we aim to provide weekly lessons to 250 children by 2026 and, in doing so, significantly change the demographic make-up of performers and music audiences in Manchester over the next 10 years.

## About the role

This is a new role within the organisation, which will provide maternity cover for our Development Director. The Fundraising and Development Manager (Maternity Cover) will be instrumental in shaping the future of the OMF working alongside and reporting to the Chief Executive.

The successful candidate will be responsible for delivering on the existing 2023-26 Fundraising Strategy and Business Plan – building funding streams, managing supporter journeys, writing funding applications, and overseeing the charity’s fundraising pipeline and new Customer Relationship Management (CRM) system. The role will also focus on communicating social impact with supporters and raising the profile of the charity via development opportunities and communications across OMF.

The role requires a confident fundraiser with excellent written communication skills and a highly organised mind, who has an aptitude for building partnerships and generating funding in the third sector. Musical experience isn’t necessary – however, we are looking for someone who aligns with our values and can demonstrate that our mission resonates with them.

## **Our Values**

We are a grassroots music charity - but we are **ACTIVISTS** at heart – advocating for vital changes to a system which prevents young people from achieving their potential.

We are **TENACIOUS** in our belief that all children in Manchester should have equal access to an outstanding music education, regardless of background or income.

We do this as a **COMMUNITY**, working collaboratively with families, stakeholders, and supporters to nurture the next generation of diverse performers and audiences.

We recognise the rich tapestry of **MUSICAL CULTURES** which lies beyond the western vernacular and strive to learn more about the musical worlds in which our communities reside.

We **CARE** deeply about the people we work with. We are nothing without our staff, teachers, and volunteers. Their long-term wellbeing is paramount to ours.

## **What does the day-to-day look like?**

### **Fundraising**

- Developing new and existing funding streams – with a particular focus on corporate fundraising and income generation from trusts and foundations.
- Writing attractive proposals and standout funding applications.
- Building external partnerships and maintaining excellent relationships with existing funders and partners.
- Taking accountability for financial targets and managing OMF’s fundraising pipeline for 2023-2024.
- Maintaining CRM records for funders/supporters and exceptional donor stewardship

### **Communication strategy**

- Working with the Programmes Manager, to produce impact reports and provide updates to funders.
- Assisting with the creation of promotional materials i.e., newsletters and social media posts
- Acknowledging funders and donors.

## **Finance & management**

- Maintaining records on key activities (donations, grants, and progress reports).
- Overseeing internal systems and support the Programmes and Finance Administrator with financial record-keeping, including CRM records.
- Shared Line management responsibility for Finance Administrator.

## **What we are looking for in our candidate:**

### **Essential:**

- Minimum of 3 years' fundraising experience in the third and/or cultural sector and experience of managing targets, volunteers and funder relationships.
- Demonstrable understanding of funding streams and income generation opportunities in the cultural and charity sector.
- Experience using charity CRM system and maintaining robust donor records.
- Excellent written and verbal communication skills.
- Interpersonal skills and a passion for OMF's work with children in Manchester.
- Ability to draft and present attractive proposals.
- Ability to produce financial documents with accuracy.
- Eligibility to work in the UK.

### **Desirable:**

- Experience of writing successful Arts Council England funding applications
- Demonstrable experience in corporate fundraising.
- Experience in charity marketing; using social media, newsletter communications, and PR opportunities.
- Driving license.

## **Application process**

Applicants should send the following documents to OMF's Chief Executive, Jo Yee Cheung, at [joyee.cheung@olympiasmusicfoundation.com](mailto:joyee.cheung@olympiasmusicfoundation.com):

1. CV with referees
2. A statement of up to 1500 words which addresses why you wish to work with Olympias Music Foundation, your approach to development and fundraising and your relevant experience from previous positions.

We are a Disability Confident Employer and will ensure all qualified applicants receive consideration for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. We invite applicants to contact us directly to identify any additional support required. Candidates who are unable to apply online are encouraged to contact us directly for alternative ways to apply.

The deadline for applications is 5pm on 28<sup>th</sup> May 2023.