



Fundraising Manager – Left Bank Leeds

22.5 hours a week (3 days a week equivalent) - Flexible hours
1 Year Fixed Term Contract with possibility of extension
£20,000 pro rata, 30 days holiday (incl. bank holidays) pro rata.

We are looking to recruit an effective and passionate Fundraising Manager to join our small team during this exciting phase of development for Left Bank Leeds. We are working on some significant projects across the business so your role will be vital in our development.

If you're an enthusiastic, committed, experienced, fundraising professional who wants to have a real impact with what you do and love a diverse role we want to hear from you.

Left Bank Leeds is a multidisciplinary arts venue set in an amazing Grade II* listed former church building. Our mission is to preserve our amazing venue in order to inspire and empower our community via a sustainable programme of arts and events that promote creativity, connection and wellbeing. Our eclectic programme includes exhibitions, gigs, markets, festivals, theatre, cinema, talks, an annual LS6 Beer Festival and commercial activities such as weddings and private functions.

Left Bank is at a crucial stage in its development with many exciting plans for the coming years and therefore is looking for an enthusiastic and organised individual with fantastic communication skills to help the charity develop its income and grow into the coming years. Working alongside the Co-Directors, the Fundraising Manager will play a key role in ensuring Left Bank's future growth and sustainability.

The Fundraising Manager will work alongside Commercial Team to ensure all running costs of the charity are covered by grants, donations and earned income. The Commercial Manager will be responsible for earned income; the Fundraising Manager role will specifically be responsible for securing grants and donations. Working as part of a small but dedicated team, this is an opportunity for the right individual to play a key role in taking this fantastic charity to the next level.

If you are someone who can persuade people and funders to get involved with a project and are keen to have a big impact on a brilliant local charity then this is the role for you!

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Job Description

Duties and responsibilities

This role will be responsible for:

- Generating grant and donation income for the charity including core running costs, capital purchases and project running costs.
- The majority of the fundraising will be from grants. The successful candidate will be expected to:
 - Research potential grant givers via the internet, personal contacts, organisations, other similar charities, newsletters etc.
 - Establish a criteria to understand if Left Bank could apply for a grant
 - Establish which area of Left Bank's work best suits the grant giver
 - Developing a database of grant giving bodies
 - Cultivate relationships with potential funders to understand their programmes, priorities and deadlines via email, telephone or meetings
 - Write and submit grant applications to suitable grant givers
 - Report back to funders in a timely and relevant way
 - Keep a database of applications
- Researching other possible income streams that might be available to Left Bank including developing membership and community fundraising
- Working with the team at Left Bank Leeds to understand the charity and programme of events to ensure that potential funders are suitably matched
- Monitoring and reporting to the Directors and Trustees on the progress towards financial quarterly and annual targets
- Delivering an annual work plan for upcoming applications and other income
- Working with the entire team to develop new ideas for income generation and the charity as a whole.

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**Terms:**

- 22.5 hours a week, equivalent to 3 days a week
- Flexible working, may including some evenings and weekends
- Salary £20,000 pro rata
- Holidays based on 30 days pro rata (including bank holidays)
- A mix of home-based and on-site working
- Responsible to the Director of Strategic Development
- 1 year fixed term contract. Our aim is to extend this contract should the post prove financially viable
- Start date negotiable

How to apply

Please email Courtney Spencer court@leftbankleeds.org.uk by 12noon on Tuesday 20 June with a covering letter, CV and document outlining how you meet each aspect of the person specification. Interviews will be held on Thursday 6 July.

If you have any questions or would like an informal chat about the role please contact Courtney Spencer by email on court@leftbankleeds.org.uk or on 07786181968. See www.leftbankleeds.org.uk for general information.





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Person Specification

We are looking for a passionate individual who has the ability to tell funders the exciting story of Left Bank Leeds to persuade them to support our work. The person will have excellent communication skills, both written and verbal, be flexible to respond to opportunities that arise, responsive to Left Bank's changing needs and a go-getter that can pick up this role and run with it. They will be able to work effectively with the small team at Left Bank Leeds whilst enjoy working individually to meet financial targets.

Essential requirements

- Excellent communicator
- Ability to work on your own and within a team
- Ability to develop your own work plan and manage your time effectively
- Ability to tell the story of Left Bank Leeds in an engaging manner
- Excellent writing skills
- Excellent organisational skills
- Excellent IT skills
- Research skills
- Ability to understand and work with a budget
- Ability to work to tight deadlines
- Ability to manage a variety of tasks and meet deadlines
- Commitment to the vision and values of Left Bank Leeds

Desirable

- Experience of writing grant applications and proven success in securing significant grant income
- Community fundraising experience
- Experience of writing a budget for a project
- Proven experience of achieving financial targets
- Experience of working with a range of individuals at different levels
- Experience of working with volunteers
- Fundraising research experience

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