



**Corporate Fundraising Manager, Live Music Now Cymru
Job Description**

Post	Corporate Fundraising Manager, Live Music Now Cymru
Salary Scale	£27,000-30,000 pro rata <i>Dependent on experience/competency</i>
Job type	Part time, 0.6 FTE (3 days per week, 7.5 hours per day) typically 9-5.30. Flexible working will be considered. 2 years fixed term, with a view to a long term position if targets are met.
Start Date	Estimated August 2024 (notice period of candidate dependent).
Shortlist notification	w/c: 8 th July.
Interviews	18 th and 19 th July.
Location	Ideally, this role is office based, based in Live Music Now Cymru's office in Portland House, Cardiff Bay. However, we will consider appointing a candidate with a proven income raising and target hitting track record anywhere within Wales.
To Apply	Please upload your CV and a covering letter outlining how you meet the criteria to this link https://www.surveymonkey.com/r/CFRM_app_Cymru2024 by 9am on Monday 8th July 2024. Please include the names and contact details of two referees who are in a position to comment on you professionally, with a brief indication of how long and in what capacity they have known you (referees will not be contacted before interview).
Notification	We regret we are unable to provide feedback unless you are shortlisted. We will notify you to let you know if you have been shortlisted or not.
Equal Opportunities	Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from people who are under-represented in the cultural sector and our organisation, including those facing disabling barriers or who have experienced racism. All Disabled candidates who meet the essential criteria will be interviewed. Short-listed candidates will have the opportunity to discuss their access requirements for the interview. If you require help completing your online application, or if you would like to submit your responses in a different format, please email jobs@livemusicnow.org.uk or call 020 7759 1803.



Live Music Now

Live Music Now is a charity that has been working and campaigning since 1977 to create inclusive, measurable social impact through music. By harnessing the connective power of music and evaluating its impact, we advance musical practice and change how we understand and support underrepresented and vulnerable people in our society. Our work enhances quality of life, health and well-being and promotes equity of opportunity by recognising the creative potential of every individual.

At the core of our theory of change is the commitment to deliver social impact through music. We create that social impact through musicians, whom we consider to be our most valuable partners and our greatest asset and seek to serve the ever-increasing need from communities facing social exclusion and disadvantage.

We achieve this through three commitments:

1. Supporting the musical lives of people experiencing disadvantage and social exclusion
2. Developing and supporting the workforce of professional musicians to ensure quality of practice, addressing underrepresentation by creating inclusive pathways to viable careers, and delivering the best outcomes for the communities we serve.
3. Advocating and evidencing the transformative benefits of live music on learning, development, health, and wellbeing

We employ and train over 300 professional musicians to work with older people (many living with dementia), children and young people (CYP) facing disabling barriers, early years and families, carers and key workers supporting others.

Our work reaches over 85,000 people, in person and online, performing, collaborating on, and creating music through 1:1 and group sessions, residencies in care settings, special schools & hospitals, and concerts. Our work helps participants communicate & make social connections, develops skills, and increases confidence and resilience.

Our programmes are underpinned by research and cross-sector partnerships, across England, Wales, Northern Ireland and internationally. For more information visit [our website](#)

Live Music Now operates throughout the UK delivering; music in education, music in health and music in place across England, Northern Ireland and Wales with a sister organisation in Scotland.

Arts Council Wales

This role is part funded with thanks to Arts Council Wales.

More information on the Arts Council Wales strategy, research and quality control can be found here: <https://arts.wales/about-us>

This role is funded for a minimum of 24 months from Corporate Fundraising Manager start date.

There is a continuation plan past this point with support from Live Music Now and Arts Council Wales but continuation of role is dependent on performance and achievement of financial targets. If this role and the post holder achieve objectives, we hope this can be a long term position.

Purpose of the Post

The purpose of this post is to 'matchmake' organisations in Cymru with the opportunity to partner with Live Music Now for their Corporate Social Responsibility programmes, increasing core funds raised year on year for Live Music Now and providing income to deliver creative health solutions to societal challenges in Cymru.

This is a brand new post for Live Music Now so there is opportunity for an organised and creative thinker to 'make this their own' and propose their strategic interpretation of this role, to be collaboratively refined with Line Management (National Director, Cymru).

Corporate Fundraising Manager, Cymru Main Duties and Responsibilities

Fundraising and partnership development

- Meet fundraising targets each year
- Develop a 3 year corporate fundraising strategy and fundraising and sales pipeline for Live Music Now Cymru in line with Cymru and wider UK strategic goals
- Assist Live Music Now in our objective to diversify funding streams, growing our audience and promoting arts, music and health as a proven route for wellness
- Develop cases for support that reflect Live Music Now Cymru's programme delivery
- Secure corporate partnerships and sponsorships to drive this delivery
- Consult with corporate prospects to ensure partnerships are mutually beneficial
- Create robust evaluation reports and case studies to measure success of partnerships
- Apply a continuous improvement approach to working practice including keeping abreast of fundraising trends in Cymru. Inform line management of recommendations and risks in response to this

Project Management

- Utilise project planning frameworks to manage corporate partnerships at all stages of stewardship, including RACI matrixes
- Represent Cymru and corporate fundraising internally and externally, being an ambassador for your programme
- Work closely with colleagues to keep abreast of project delivery and evaluation, ensuring you can talk about Live Music Now's impact with integrity and accuracy

Finance

- Prepare monthly finance updates for 1:1 meetings with Line Manager including; pipeline information, project income/expenditure, risks and opportunities
- Adhere to all policies and procedures including financial processing of invoices
- Report progress to Arts Council Wales according to their schedule and requirements including budgetary updates

Marketing & Communications

- Create and deliver an internal and external communications plan for corporate fundraising
- Collate corporate fundraising progress information: news stories, images and quotes for regular updates on website and social media
- Create flyers and marketing materials using Canva and Flickr as needed (training provided)
- Create an internal 'how-to' guide for best practice for Corporate Fundraising
- Work closely with colleagues in Cymru to keep abreast of project delivery and evaluation, to allow

Development

Additional tasks

- Undertake any other duties relevant to this post as requested by the post holder's Line Manager, National Director Live Music Now
- Occasional deputising for National Director at internal and external events
- Understand and champion the Wellbeing of Future Generation's Act and other key policies addressing societal challenges and promoting health in Wales

Terms & Conditions

The post is a part time, office-based position in Cardiff and offered as a 24-month fixed contract from successful candidate start date.

The salary will be £27,000-30,000 dependent on experience/competency, and will be paid monthly.

a) The appointment is subject to:

- i) Four weeks' notice of termination on either side
- ii) A probationary period of three months

b) Occasional evening or weekend work may be required. There is no overtime pay but pre approved time off in lieu will be arranged.

c) Live Music Now provides a pension scheme for all eligible staff once probation period has been completed successfully, paid through the payroll. The organisation contributes 3% of your salary to the scheme after probation has been completed.

Notes

All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.



Community Fundraising Officer Person Specification

	Essential	Desirable	Assessed
Experience			
Three years experience in corporate fundraising including clear examples of 'end to end' corporate partnership stewardship and project management	X		Application & interview
Experience of meeting and/or exceeding fundraising targets	X		
Skills/competences			
Excellent written and verbal communication skills with a helpful telephone manner	X		Application & interview
Excellent organisational and time-management skills	X		Application & interview
IT literate across a range of ITC programmes, inc. MS office, Dropbox, Zoom	X		Application & interview
Proficient using content management systems (databases)		X	Application & interview
Working knowledge of marketing tools, including use of social media to engage audiences and stakeholders	X		Application & interview
Understanding of the fundraising landscape in Wales	X		Application & interview
Robust project management experience including managing budgets, pipelines and timelines	X		
Knowledge and approach			
An interest in the development of professional musicians		X	Application & interview
Proven corporate partnership development, particularly where existing relationships are not developed	X		
A passion for, and commitment to, the potential of music as a tool for social change, and its impact both on participants and musicians	X		Application & interview
Commitment to diversity, inclusion, and equal opportunities	X		Application & interview
Understanding of, and commitment to, safeguarding	X		Application & interview
General			
Energetic, creative, entrepreneurial, and committed	X		Application & interview
Highly motivated self-starter, able to set priorities, meet targets and work alone, while operating as part of a wider team under direction	X		Application & interview

Ability to work as part of a team and develop effective relationships internally and externally	X		Application & interview
Welsh language speaker		X	Application & Interview

Your data and privacy

All applicants' data will be held on our system during the interview process for internal use only. After this time, only the personal data and references of the successful applicant will be kept: all data from unsuccessful applicants' will be destroyed or deleted from our records. Live Music Now commits to never sell or give away any individuals' data to external companies. Please see our Data and Privacy Policy for more details.

To be kept up to date with Live Music Now's work and news, please sign up for our newsletter on our website at www.livemusicnow.org.uk