

<b>Post</b>	Fundraising Coordinator
<b>Reporting to</b>	Head of Philanthropy
<b>Dated</b>	April 2025
<b>Salary range</b>	£30,000 per annum
<b>Status</b>	Full time - 37.5 hours per week

## Purpose of the role

- Support the Head of Philanthropy on the delivery of Firstsite’s Fundraising and Philanthropy programme, generating income from existing and new income streams.
- Oversee and deliver the Fundraising Stewardship Strategy, engaging with new and existing donors and supporters.
- To research new potential community groups, corporates, and individuals to help secure new donations for Firstsite.
- To lead on the administrative tasks required to ensure proper recording of data. This includes managing data processing onto the CRM system and keeping accurate records of donations.

## Our Vision Mission and Values

### OUR VISION IS: ‘MAKING ART MATTER’

Our mission is to ensure art and creativity are valued for their integral role in shaping a happy and healthy society for everyone. We do this by championing creativity as a catalyst for positive change in society, celebrating everyone's imaginations as places to shape a better future and demonstrating the impact of art and galleries at the centre of everyday life.

We collaborate with people where, together, we can have the most impact and we share the results of our work with diverse audiences to influence change. We do this in three places: in our award-winning gallery, reflecting our radical region and digitally with audiences around the world. To do this well we have four values that help us do what we do, to the best of our abilities:

**Creative** – we are an art gallery! Everything we do, we aim to do creatively and in ways that surprise and delight our audiences, communities, and ourselves.

**Inclusive** – we continuously and actively seek to identify and remove barriers to everything we do and who we do it with to ensure it is available to and has impact for the people we prioritise.

**Agile** – we actively seek involvement, feedback and information from our audiences and communities – especially those we prioritise - to inform what we do, how we do it and how we can improve each time we do it.

**Responsible** – We need to lead by example and take responsibility for doing what we do with integrity, care and urgency. This includes taking responsibility for each other as a team, being responsible for our audiences and communities and taking responsibility for our local environment and the planet.

## Knowledge, experience and skills required

**E** – Essential  
**D** – Desirable

**Experience in Fundraising:** Proven experience in fundraising (or a similar role), with a track record of successful campaigns and donor relations. (E)

**Excellent Communication Skills:** Strong verbal and written communication skills to effectively engage with donors, stakeholders, and internal teams. (E)

**Event Planning and Management:** Experience in organising fundraising events, including logistics, donor engagement, and budgeting. (D)

**Database Management:** Experience using donor management systems and CRM software to track donations, manage relationships, and generate reports. (E)

**Creative Approach to Fundraising:** Ability to develop and execute innovative fundraising initiatives and campaigns, with a focus on maximising donations and engagement. (E)

**Budget Management Skills:** Experience managing budgets for fundraising activities, ensuring cost-effectiveness and

financial accountability. (D)

**Attention to Detail:** High level of accuracy and attention to detail in all aspects of fundraising, from documentation to communication. (E)

**Teamwork and Collaboration:** Ability to work effectively as part of a team, collaborating with colleagues across departments to meet fundraising goals. (E)

**Time Management:** Strong organisational and time management skills, with the ability to manage multiple projects simultaneously and meet deadlines. (E)

**Problem-Solving Skills:** Ability to think creatively and find solutions to challenges in fundraising activities. (E)

**Knowledge of the Arts and Culture Sector:** A passion for and understanding of the arts, culture, and heritage sector. (D)

## Tasks and Outputs

**Develop and Implement Fundraising Campaigns:** Create and execute targeted fundraising campaigns to maximise fundraising efforts. This includes our annual Christmas Appeal, as well as other various appeals and campaigns throughout the year.

**Research Project:** Leading on the development and implementation of our new research project. Working closely with Head of Philanthropy to identify new areas for income generation and growth.

**Manage Donor Relationships:** Cultivate and maintain relationships with current and prospective donors, ensuring timely and personalised communication and recognition. This includes leading on the development and implementation of our new Fundraising Stewardship Strategy

**Event Planning and Execution:** Plan and coordinate fundraising events, from concept through to execution, ensuring all logistics are handled efficiently and objectives are achieved.

**Track and Report on Fundraising Performance:** Monitor the success of fundraising activities, preparing regular reports on income, donor engagement, and campaign outcomes for internal stakeholders and SMT. This includes accurately keeping records of income and donor information on our database, ensuring GDPR requirements are met.

In return for your hard work and dedication you'll enjoy a wide range of benefits including:

- 25 days annual leave plus bank holidays pro rata
- Contributory pension scheme (conditions apply)
- Employee assistance confidential helpline
- Tailored training and development opportunities
- Staff discount on some purchases from the onsite café and shop