

Job Description - Development Assistant



OpenUpMusic



Reports to: Development Manager

Location: Bristol

Contract: One year contract, 0.8

Salary: £23,000 pro rata

Benefits: CPD opportunities, 28-days holiday plus bank holidays (pro rata), pension, employee assistance programme, flexible working

Job Summary

The Development Assistant supports Open Up Music's development team to bring in money and resources from donors across all areas of fundraising. Much of the day's work will be spent stewarding relationships with current and prospective donors, researching opportunities, writing small trust applications and reports and contributing to larger trust applications. This is an exciting time of growth at Open Up Music, and the development team will be establishing new streams of income including corporate, major donor and individual giving during this year.

Key Tasks

Development

- Identify and submit applications against targets and provide stewardship to small trusts
- Submit funding bids for medium trusts with the support of the Development Manager
- Research and identify corporate prospects
- Research and identify individual giving and community giving opportunities
- Establish low-level individual giving processes with the support of the Development Manager
- Support the Development Manager to steward high net worth individuals and large trust relationships
- Administer individual giving and community giving
- Research, identify and coordinate networking opportunities
- Arrange site visits from funders
- Maintain fundraising records on the CRM system, ensuring they are accurate and up to date

- Administer funding pages of the website
- Organise and manage filing systems
- Update fundraising materials for stakeholders e.g. small trust templates

General

- Take part in and support evaluation processes
- Attend team, staff and other meetings as required
- Work in accordance with policies, procedures, aims, objectives and values
- Undertake training as required
- Undertake any other duties commensurate with the post
- Some out of hours work may be required

Key Skills & Experience

Essential

- 1-2 years in a fundraising role
- Experience contributing to trust applications and reports
- Excellent communication skills, both verbal and written, able to be persuasive and ready to pick up the phone and talk to a range of people
- Strong interpersonal skills, able to deliver excellent customer service
- IT skills on email, Google Docs and Sheets/Microsoft Excel and Word
- Some experience with spreadsheets, diary management, email management
- Good maths skills and some knowledge of financial processes
- Able to work independently with tasks that have been set
- Able to plan work effectively, to meet deadlines and targets

Desirable

- Experience in the arts
- Experience with a CRM system
- Experience with administering web pages

Special conditions

The successful candidate will be required to complete an enhanced DBS check for the Child Workforce.

Note

This description is not intended to establish a total definition of the job, but is an outline of the main duties.