Job Description:

Short-term fundraising and development manager

## Job Purpose

The Culture, Health & Wellbeing Alliance (CHWA) is looking for a short-term Fundraising and Development Manager to support the organisation between December 2022 and February 2023. Since its inception in 2018, CHWA has worked closely with its 6,000 members to understand what needs to be done to make creative and cultural work in health and wellbeing the norm and not the exception.

The Fundraising and Development manager will build on a Strategic Fundraising Review developed for CHWA by Cause4 to help us to strengthen our core and our longer-term sustainability.

## Deliverables

We are looking for a candidate who can

* Undertake traditional fundraising activities for specific projects with the support of CHWA’s Executive Director, including applying to Trusts and Foundations as well as seeking corporate support and sponsorship.
* Work closely with CHWA’s leadership to evaluate new income-generating opportunities based on CHWA’s strategic fundraising review; this might include
  + establishing a pricing and delivery model for CHWA’s training offers
  + building a framework for fees for consultancy and partnership
  + assessing the potential to raise money from our membership (which is not fee-paying)
  + considering CHWA’s potential to raise regional funds for infrastructure development
* Support CHWA’s communications about fundraising on our website, bulletin and social media

## Person specification

The applicant should be/have

* A good communicator
* Comfortable working independently, as well as with a small and committed team
* Prior experience supporting small organisations to expand, and to become more financially stable
* A lateral thinker who can balance exploring sustainable funding strategies with conventional fundraising activities
* Experienced in working in and learning about a cross-sector environment
* Interested in the relationship between creativity, culture, health and wellbeing

We would be keen to hear from people with a successful track record in fundraising for organisational development, infrastructure or core support. We are, however, interested in hearing about transferable skills as well as direct experience.

## Access

This is a remote working role. We are ready to adapt our working processes in discussion with applicants; please let us know about any access needs we can support.

## Timeline

This is a three-month contract for seven days of work each month between December 2022 and February 2023 inclusive.

## Fee and payments

The fee is a total of £8,400 (including VAT where applicable) which will be payable at £2,800 per month upon receipt of invoice.

## Hours of work

Seven days per month, which can be worked flexibly by arrangement with CHWA. CHWA does not have an office space. This role will largely be working from home, although we anticipate one or two in-person meetings with the CHWA team at mutually convenient times and places. The postholder may also be asked to present their work to the CHWA Board (online) during the term of the contract.

## Expenses

CHWA will reimburse reasonable travel and subsistence expenses on the basis of agreement prior to travel. We will also reimburse any expenses incurred through the interview process.

# Application process

## How to apply

We would like to receive a CV and covering information explaining why you think you would be suitable for the role, referring to the Person Specification and Deliverables outlined above. The covering information can be submitted as an email, an audio recording or a video recording as you prefer. We would prefer a written CV, but if this is not possible for any reason, please let us know and we can adapt accordingly.

Please tell us about any access needs we can meet to support your application process. We’d also appreciate it if you could click on this link and fill out this [Equality, Diversity & Representation form](https://forms.gle/HkTmQEudAoaWT27s7) when you apply. This is anonymous and we won’t be able to connect it with your application, but it helps us assess whether we are reaching a wide pool of candidates. If the link doesn’t work for you let us know and we will find an alternative.

When you apply, please let us know whether you would be able to attend an interview on Thursday 3 or Friday 4 November (we are happy to hold interviews during the evening if that’s easier for you). If you can’t make those dates and are shortlisted for the role, we will aim to find another mutually convenient time with you.

We are committed to ensuring our organisation is as diverse and representative as possible and are using the [IncArts Unlock tool](https://www.incartsunlock.co.uk/) to support this recruitment process. We particularly want to encourage applications from people identifying with any of the protected characteristics as defined in the 2010 Equality Act, or who are from less affluent socioeconomic backgrounds.

Email: [info@culturehealthandwellbeing.org.uk](mailto:info@culturehealthandwellbeing.org.uk)

If you are applying, we would appreciate it if you would also complete this anonymous Equality, Diversity and Representation form to help us make sure we are moving in the right direction.

## Timeline

Please send us your application by **5pm on Friday 14 October**. We will shortlist for the role during the week of 17 October and aim to hold interviews on Thursday 3 or Friday 4 November.

Interviews will take place online and will last roughly 45 minutes. You will be interviewed by Victoria Hume, Exec Director of CHWA; Hayley Youell (Coordinator for CHWA) and Trishna Nath (Treasurer for CHWA).