



## **Fundraising Officer**

CONTRACT TYPE: Equivalent to 3 days per week (including flexible working)

START DATE: Immediate

SALARY: £26,000 -£30,000 pro rata, depending on experience

### **About Apollo Music Projects**

It's an exciting time for this small and ambitious music charity, dedicated to bringing live classical music to children who might not otherwise experience it. Since 2004, more than 13,000 children have experienced the magic of live performance through our programmes from classroom to concert hall, culminating in the thrilling spectacle of a full orchestra in concert.

Apollo Music Projects provides a unique opportunity for children to work closely with professional musicians, using the language of music to develop listening skills, communication and teamwork. Our programmes enable students to discover for themselves how to listen to and enjoy classical music, using their own imagination and experiences to enter a new world of sound, stories and feelings. Our aim is to continue to extend our programme to boroughs across London, and in the near future we plan to take our innovative approach throughout the country.

### **About the Position**

Our strategic decision to expand relies on our ability as a charity to expand our fundraising significantly. We are now looking for a Fundraising Officer who will manage our fundraising and profile raising activities amongst key and repeat donors and Friends of Apollo, as well as to expand AMP's fundraising portfolio further, developing a strategy to identify and research new sources of funding.

Working closely with the Chief Executive and the AMP staff, the successful candidate will work to secure funding from a wide range of businesses, charities and foundations, and public sector organisations, as well expanding our individual giving. This position offers the successful candidate the opportunity to play a part in helping to shape the charity's growth and expansion plans.

We are looking for a highly organised, enterprising and personable individual, passionate about the arts and about creating opportunities for children from a range of backgrounds to listen to and appreciate the magic of live music. This post requires someone who is able to take a high degree of responsibility, and is confident working independently, as this person will for the most part be working remotely.

The Fundraising Officer must be an excellent communicator, and able to articulate eloquently in writing as well as orally the message of AMP's vision. The successful candidate will develop relationships with our key stakeholders and existing partners and our Friends' organisation, Friends

of AMP. They will also forge new ones, through networking, events (where possible) and fundraising applications.

Prior fundraising experience is not a pre-requisite, however the candidate must be able to demonstrate relevant experience through client facing, relationship driven roles or experiences, requiring exceptional communications skills and attention to detail.

Apollo Music Projects is proud to be an equal opportunity employer committed to a diverse and inclusive workplace where we can all be ourselves and succeed on merit. We particularly welcome applications from Black, Asian and Minority Ethnic communities and all those who are significantly under-represented in our sector.

The role will be mainly remote, with regular staff meetings and additional meetings with the CEO or other staff members in London, and may from time to time entail working outside of office hours.

### **Key responsibilities**

- identify sources of funding;
- research, prepare and manage funding applications;
- develop and expand AMP's funding portfolio, and raise AMP's profile amongst potential donor groups;
- work with Chief Executive to develop a fundraising and relationship management strategy;
- lead day-to-day on delivery of the fundraising strategy;
- work closely with the Finance team and CEO to track and measure progress against fundraising targets
- plan and publicise fundraising events, as well as individual giving campaigns including the Big Give Christmas Challenge;
- act as a key point of contact for key stakeholders and donors, and maintain key corporate relationships with funders and other partners
- make effective use of all communication channels, including social media and the AMP website to keep stakeholders informed of AMP news and developments

### **Candidate Profile**

#### *Skills & Qualifications*

##### *Essential*

- excellent written and oral communication skills with a keen eye for detail;
- excellent research skills;
- strong track record in delivering to tight deadlines;
- excellent organisational and project management skills;
- evidence of good negotiation skills and confidence in staging presentations;
- experience of budget management, analysis and reporting;
- highly computer literate, with particular experience of using Microsoft Office packages including Word and Excel;
- right to work in the UK;
- a passion for the arts.

##### *Desirable*

- fundraising experience;
- experience working in an independent role within a small business/charity environment ;
- experience working in the arts and/or charitable sectors;
- relevant contacts in the third sector and policy networks;

- social media and website experience;
- events management experience.
- relevant experience in corporate communications, stakeholder management and other relationship building activities;

*Personal characteristics*

- flexible, highly organised, proactive, able to multi-task and prioritise; a team-player with a helpful, approachable and positive outlook, ready to roll up their sleeves;
- exceptional interpersonal skills;
- vision and entrepreneurial flair;
- a self-starter, able to think clearly and creatively and to find practical solutions;
- a willingness to learn.

**To Apply**

If you would like to apply for this role please supply a CV and covering letter addressed to David Chernaik, Chief Executive, explaining why you would like to work for AMP and your qualifications and suitability for the role. Applications without a covering letter will not be considered. Please indicate when you would be available to start.

Early application is advised, and applications should be submitted no later than 9 July.

The email address for direct applications is: [hire@apollomusicprojects.org](mailto:hire@apollomusicprojects.org). Please note that as a small charity we are only able to respond to successful applicants.