

Curious Minds



Job Description & Person Specification

Head of Fundraising

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Reports to: Director of Relationships & Marketing

PAY BAND: 7 - Senior Management Team (permanent)

HOURS: 21 per week

SALARY: £21,724-£23,759 negotiable within range based on experience

BASE: Wigan – hybrid working between home & office

START DATE: As soon as available

Curious Minds' vision is for a future where being creative and experiencing brilliant culture is a regular part of every child's learning and life. We work strategically across the North of England to tackle unequal access to creativity and culture for children and young people.

We have an exciting and rare opportunity to join our small but mighty team as our **Head of Fundraising**. This is a vital new role within a team of curious and skilled professionals, at a moment of great importance and opportunity as we approach a new chapter in our curious story.

We're looking for someone to bring experience and dynamism who will use their fundraising expertise and creativity to help drive forward our ambitious plans. This is an exciting opportunity for the inaugural post-holder to shape a new senior role within a highly regarded charity.

Previous experience in a similar role is essential, as is recent working knowledge of the fundraising landscape for culture and education. The ideal candidate will be ferociously curious about philanthropy, individual giving, CSR and the possibilities of community foundation models of fundraising. They will be a brilliant networker, compelling communicator and take a creative and pro-active approach to their work.

Curious Minds is a great organisation to work for and we offer fantastic benefits of life assurance, pension and Medicash health cash plan. We're proud of our progressive policies on parental leave, menopause, inclusion and anti-racism, and environmental sustainability.

You'll be joining a dedicated, passionate and supportive team in a values-led organisation. This is a meaningful and rewarding opportunity to apply your expertise to ultimately make a positive difference for children and young people.

N.B. We're offering this opportunity as a part-time permanent position. However, if you think you'd be perfect for this role but the terms laid out here won't work for you, we'd be happy to negotiate alternative options, e.g. increasing the weekly hours, term-time only or job share. Please don't hesitate to get in touch to discuss.

Job Description

The Role in a Nutshell

Reporting to the Director of Relationships & Marketing, the Head of Fundraising will work as part of the Senior Management Team to identify and secure enduring funding, sponsorship, and long term partnerships to help achieve our strategic objectives.

The ideal post-holder will be an inspirational and versatile communicator, who can advocate passionately and persuasively for our work. They will be able to initiate and maintain excellent relationships with potential funders and donors, ensuring the true value of their contribution is conveyed. They will be pro-active, versatile and creative in their approach to seeking, spotting and making opportunities to raise funds, and bring a track record in securing sponsorship, philanthropy and CSR donations. They will be able to plan their approach in line with organisational priorities and be able to set and achieve fundraising targets.

You may have developed your fundraising knowledge and expertise anywhere, but will be passionate about creative and cultural education's role in shaping a better future.

A key aspect of the role will be developing our new partnership with chart-topping band 'The Lathums' to grow the *Chance to See Fund*, so that more children and young people in Wigan get to experience brilliant arts and culture.

The postholder will also lead on capital and revenue appeals to support activity at our new base in Wigan, and will work with the wider team and place based partners to support grant funding applications.

This is a rare opportunity for a fundraising expert with a creative and curious mind to shape a brand new role and make a vital contribution to the future of a highly regarded charity. This, in turn, will ensure that more and better cultural opportunities reach the children and young people who need them most.

Why Curious Minds Needs This Role

Curious Minds is a long established charity embarking on a period of transition and transformation. We have recently entered a new relationship with our main funder Arts Council England as a [National Portfolio Organisation](#) and have been awarded [Transform](#) funding. This opens up exciting new opportunities to revise our approach to fundraising to secure the charity's future as a sector leader and innovator, and to grow its reach and social impact.

We currently have a significant and important window of opportunity to innovate our approach to fundraising and we need a curious and creative expert to help us work out what that looks like and to make it happen.

What You'll Be Doing

- Working with the Executive Management Team (EMT) to develop, drive and implement the overall fundraising strategy for Curious Minds.
- Leading on making a compelling case for support, working with the Head of Communications and Head of Impact and Learning.
- Working with the Chief Operating Officer to agree and report on budgets and fundraising targets.
- Devising and implementing compelling fundraising campaigns and events in response to specific needs and opportunities, working with the Director of Relationships & Marketing and Head of Communications.
- Researching and prioritising Trust & Foundations, matching funders to projects, and developing and sustaining relationships.
- Leading on the development of sponsorship and corporate engagement opportunities.
- Supporting grassroots providers to improve their fundraising efforts, delivering training and supporting them to prepare and submit funding applications as appropriate.
- Facilitating the drafting and submission of project focused grant funding applications, working closely with the programmes team and partner organisations.
- Approaching and cultivating relationships with potential donors and sponsors.
- Researching and maintaining an up-to-date prospect list using our Salesforce CRM.
- Communicating the impact of donations to donors and maintaining excellent ongoing relationships.
- Maintaining a current knowledge of fundraising trends, issues and opportunities.
- Ensuring all fundraising activity is fully compliant with statutory policies and practices within the fundraising sector.

Things We Expect All Curious Minds Staff to Do

- Undertake other relevant duties deemed necessary by the Executive Management Team and Board of Trustees.
- Actively seek out opportunities for development and income generation.

Person Specification

Skills & Competencies Needed To Do This Job

- Read, understand and adhere to Curious Minds' policies and procedures.
- Stay up to date with key developments in your specialist area and creative and cultural education generally.
- Participate in team-meetings and development days.
- Regularly update the CRM
- Be willing to travel across the region and occasionally further afield, occasionally working evenings and weekends
- Represent Curious Minds at regional and national meeting and events.
- Follow Curious Minds' 7Cs behaviours in all areas of your work.

You need to care deeply about...

- Curious Minds' vision and mission, and for its work and people.
- Meeting the needs of schools, cultural organisations and other stakeholders.
- Inclusion, diversity and anti-racism and fairness.
- Improving the lives of all children and young people through cultural education, especially those facing challenge or disadvantage.
- Upholding high standards of accountability and transparency.
- Fundraising ethically, in line with our organisational purpose and priorities.

You need to be ferociously curious about...

- Next and best practice in charity fundraising, particularly in the fields of culture and education.
- How to simply and effectively communicate Curious Minds' case for support for its diverse offer.
- Creating maximum value for everyone contributing to Curious Minds' work and programmes.
- How Curious Minds can respond to the current priorities of partners, funders and supporters.
- How creative and innovative approaches to fundraising can diversify and secure funding streams, and the future of this organisation.
- How cultural education can meet the needs of schools, youth groups and the children and places that need it most.

It is essential you can demonstrate that you are capable and confident to:

- Use your expertise to identify and lead on innovative new funding, fundraising and giving opportunities, to meet fundraising targets.
- Pro-actively build on existing opportunities and create new and unusual alliances.
- Review, reflect and improve your approach, utilising data as the basis for monitoring results and influencing others.

- Use your creativity to come up with great ideas for fundraising methods and make compelling and effective approaches.
- Ensure donor and sponsor agreements and expectations are met, and our gratitude is effectively communicated.
- Make efficient use of a fundraising budget.
- Communicate effectively and build rapport with people from diverse backgrounds and professions, in person, via appropriate media, including to large audiences.
- Work with colleagues from across the team to develop their ability to contribute effectively to fundraising.

As a member of the Senior Management Team you will also be competent to (or be willing to learn to):

- Advocate powerfully for the work of Curious Minds and the cultural education sector.
- Think, plan and act strategically to effect long-term change.
- Establish and grow relationships with key partners and influencers.
- Uphold, apply and develop Curious Minds' ethos and organisational culture – underpinned by the 7Cs.
- Keep your specialist knowledge up to date.
- Work with integrity to meet the genuine needs of our stakeholders, always ultimately contributing to our charitable purposes.

The 7C's Behaviour Specification

Attitude	Behaviour
We are Curious	<p>I look for opportunities and solutions (e.g., for income generation and organisational development)</p> <p>I am open to new ideas, come up with new ideas and am willing to try new things.</p> <p>I aim for best practice and, whenever possible next practice in my area of work to be a trailblazer.</p>
We are Courageous	<p>I accept and deliver challenge, especially concerning diversity, inclusion, quality and relevance.</p> <p>I am willing to be challenged about my own work and to challenge others where I can offer positive solutions for change.</p> <p>I am ambitious for myself and for the organisation, am proactive and take the initiative. I don't just talk about it, I do it!</p> <p>I am comfortable with complexity; willing to start the journey without a map.</p>
We Celebrate	<p>I celebrate my own and my colleague's success, whether little or big.</p> <p>I am a strong ambassador for Curious Minds, proud of the brand and promote it widely.</p> <p>I am a strong ambassador for arts and culture for children and young people and celebrate their successes too.</p>
We Collaborate	<p>I'm not just a sole trader, I am aware of the impact I have, and can have, on others' work and actively contribute to the success of my colleagues.</p> <p>I communicate well and am present at team meetings and contribute meaningfully to team discussion and planning.</p> <p>I am committed to enabling creative collaboration and work positively towards this goal.</p>
We Care	<p>I am respectful, courteous and aware of the impact my actions and emotions have on others. I express my feelings and control my emotional response appropriately.</p> <p>I care about children and young people and believe in the value of arts, culture and creativity.</p> <p>I value resources, financial and physical and use them wisely keeping in mind issues of equality, accountability and transparency</p>
We are Conscientious	<p>I plan my workload to manage my time and achieve my goals.</p> <p>I come prepared to meetings and think before I speak/act.</p> <p>I deliver on my commitments, give attention to detail, arrive on time, present myself professionally, meet all deadlines and respond promptly to all enquiries.</p> <p>I am reflective and reflexive and willing to adapt.</p>
We are Credible	<p>I am honest and truthful.</p> <p>I know my stuff and keep up to date with latest developments. I say when I don't know something and am willing to learn.</p> <p>I am confident and professional, knowing when to speak and when to keep quiet.</p>