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# JOB

## OUTLINE

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| **Directorate: Customer Services** | **Section: Cultural Services**  |
| **Post No:** **COMU01021** | **Designation:** **Partnerships and Development Officer**  | **Grade: 9** |

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| **Purpose of Job:** To lead on and manage all aspects of fundraising for the Council’s Cultural Service including the Harris Museum, Arts development and Preston City Festival and Events. Develop and maintain relationships with key funders, partners, stakeholders and others to support the service’s objectives.  |
| **Main Duties/Responsibilities:*** Develop and deliver the fundraising strategy for the Council’s Cultural service shaped by the programme, offer and development targets.
* Develop and maintain relationships with potential partners, stakeholders, businesses and others as appropriate, representing Cultural services at functions, events and networking opportunities.
* Identify, secure and effectively manage fundraising income across individual giving, corporate giving and trust/foundation support.
* Ensure that cases for support are relevant to each different funding source, are developed, regularly updated and relevant.
* Ensure that all donors are thanked in a timely manner and supported through regular and appropriate communication.
* Trusts and Foundations: to research potential funding opportunities; working with the Business Development Manager and relevant staff on the development of applications/proposals, building relationships with and reporting to supporters.
* Trusts and Foundations: ensure each funding application/proposal meets the criteria, deadlines and requirements.
* Trusts and Foundations: to manage funder reporting including to the National Lottery Heritage Fund and Arts Council England, preparing and coordinating across the service the necessary financial information, progress reports and other information as required.
* Trusts and Foundations: to maintain a record of trust and foundation interests and timetable of application deadlines to ensure funding opportunities are maximised.
* Individuals: promote individual giving, building relationships with supporters at all levels, working with the Business Development Manager on major gifts.
* Individuals: to contribute to other initiatives to increase donations from individuals, e.g., online campaigns, legacy giving and development of patrons/corporate schemes etc.
* Events: Working with the Business Development Manager, plan and deliver fundraising events in partnership with staff and the Friends of the Harris
* Corporate: promote corporate fundraising opportunities, engaging with and developing relationships with companies and staff teams
* To take the lead on developing and managing the relationship with the Friends of the Harris, to develop their fundraising potential, grow and diversify the membership.
* To support the Senior Leadership Team, contributing to fundraising opportunities afforded by their roles and networks.
* To manage a CRM system for fundraising.
* To carry out administrative duties linked to fundraising, communicating with actual and potential donors/funders/sponsors/partners etc; and undertaking accurate financial and other record-keeping, using the CRM system and other methods as appropriate.
* To write and proofread grant applications and other fundraising communications.
* To communicate the fundraising case for support across different fundraising channels, including social media, online and face to face, to a diverse range of supporters and prospects
* To work with external agencies as required to research major givers and businesses as well as delivery of individual giving and corporate campaigns.
* To contribute to a positive fundraising culture within the Harris, including co-ordinating input from non-fundraising staff.
* To contribute to fundraising-related marketing, such as updating information online, social media activity and print, working with the Marketing Team.
* To actively engage in professional development and networking opportunities e.g. attend North West Development Network and other training opportunities.
* Follow the Code of Fundraising Practice, Museums Association Code of Ethics and other guidelines as appropriate.
* Follow the appropriate Council and Harris policies as required.

**NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote equality and all employees must be aware of that duty and work to the Council’s equality standards.** |
| In addition, other duties at the same level of responsibility may be allocated at any time  Date Produced: May 2023 |