



Permanent Position

Fundraising and Development Manager

Full-time permanent contract minimum 35 hours per week

Salary: Up to £40,000

Start date: Immediate

Duckie

London arts outfit Duckie is looking to recruit an experienced Fundraising and Development Manager, who will help us bid for and secure external funding to support a wide range of community arts projects.

Working mostly from home as a key member of the team, the post holder will have responsibility for technically writing funding applications and reports. Current and previous grant givers include the National Lottery, Arts Council England, Heritage Lottery Fund, local councils and several small charitable trusts. The key day-to-day relationships are with Duckie's two lead producers.

The successful candidate will be an experienced senior fundraiser with a proven track record in the cultural, heritage and community arts field. Duckie's acclaimed projects include The Posh Club, PC*DC, QTIBPOC Creatives and various queer history projects. We need to ensure we have the right grants in place to support our current projects and to help us develop and deliver new ones.

This is a fantastic opportunity for an experienced fundraising and development manager with outstanding sector experience. We are looking for someone who shares our passion for the work we deliver and the communities we serve. Come join us!

For more info, check out our website: www.duckie.co.uk

Job Description

- To be responsible for the development and implementation of a new three-year fundraising and development strategy in order to develop and deliver year-on-year sustainable income growth across all areas of Duckie's work
- To contribute to strategic plans, direction and decision-making and to internal leadership
- To liaise with internal teams regarding their funding needs, gathering content for cases of support and evaluation reports for funders
- To write applications and cases of support to trusts and foundations and proposals to corporate organisations. This could include researching grant makers and coordinating a schedule of application and bringing together content from other parts of the organisation
- To complete evaluation reports for trusts and foundations and supporting partners in line with their reporting structure
- To stay abreast of external developments that may impact on this area of work
- To advise on likely fundraising or reputational risks of proposed courses of action

Person Specification

Essential

- A strong track record of fundraising in the charity sector, with proven results or equivalent relevant transferable experience
- Experience of collaborative working across different sectors
- Excellent oral and written communication skills
- Strong administration and IT skills
- Excellent record-keeping and in-depth knowledge and experience of monitoring and evaluation practices
- A willingness to test out ideas, to explore new ways of working, to use evaluation frameworks to analyse what is working and what is not and to review and adapt the project activities
- Good team player who welcomes constructive feedback on work
- A dynamic working style with an ability to lead, problem-solve and drive a project from start to finish
- An awareness of intersectional equality issues and an ability to uphold principles of equal opportunities at all times

Desirable

- Experience of a variety of fundraising streams and activities
- Experience of working with complex data and research findings to extrapolate key messages to create compelling cases to support applications
- Experience of managing Gift Aid and other financial records
- Experience of maintaining client databases (e.g. USQ / CRM)

This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. The post holder will be required to carry out such other work as is required by Duckie as long as this is reasonable and commensurate with the nature of the post held.

Salary

- The salary agreed is up to £40,000 depending on previous experience
- Working hours and holidays are based on 35 work hours per week with 25 days' leave plus statutory bank holidays. The hours can be worked flexibly including occasional evenings and weekends as demanded by the role
- We support parent, carer and personal needs and responsibilities outside work

The post holder will be expected to work as required to fulfill the role as noted in the job description. The place of work is flexible and could include (but is not limited to) Duckie's office in South London or from home and attending events and other meetings as required.

Recruitment

The prospective candidate will be required to submit the following via the online application form by **5pm, 25 February 2022**

- Complete the [online application form](#)
- Upload your Curriculum Vitae (maximum 2 pages) when prompted
- Upload a covering letter which should outline your interest in, experience and suitability for the post according to the person specification and job description above, when prompted.

Interviews will be held on either **14/15 of March 2022**

For further information contact Dicky Eton: dicky@duckie.co.uk

Applications are welcome from a diverse range of people and backgrounds. We appoint solely on the basis of ability and guarantee to interview all applicants who appear to meet the criteria for this appointment.