

Job Title: Funding Officer

Reports to: Head of Finance and Operations (HFO)

Purpose: The funding officer is the lead on key aspects of fundraising for Toonspeak working with the HFO who leads our Income generation. The core purpose of the role is to generate income to sustain the company and the pioneering projects and programmes Toonspeak delivers across Glasgow.

Salary: £26,250 (pro-rata)

Hours/Terms: 28 hours per week. Flexible work options are available for this post and a hybrid working model is in place, we are happy to discuss individual requirements, the post can be delivered in different ways to suit and support the best work/life balance for you. 28 holiday days per year inclusive of bank holidays, you are required to take 2 weeks (8 days) at Christmas as part of this entitlement when we close our offices.

Probationary period: 3 months

KEY AIMS

- Develop funding applications for submission to both private and public sources
- Actively research funding streams to support projects and deliver on core revenue targets.
- Develop innovative funding strategies that help us diversify our funding income
- Support in the Monitoring & Evaluation of our work
- Develop and submit reports for funders and sponsors.

The Funding Officer will be expected to carry out the following duties:

- Work with key core staff on the preparation and submission of funding applications to support and develop Toonspeak's programme of activity.
- Monitor the programme against established aims and targets, and develop and submit reports for funders and sponsors.
- Prepare, coordinate, monitor and report quarterly on performance against annual fundraising income and expenditure targets.
- Identify and evaluate funding sources and potential new income streams. Develop a target list of grant makers, sponsors and donors matched to the needs of the organisation and the programme.
- Actively engage with Toonspeak participants, staff, board and artists to develop case studies and compelling funding narratives.
- Develop and maintain Income Generation Databases including funders, sponsors and individual donors.

- Research and collate a robust evidence base which demonstrates the cultural, social and economic rationale for Toonspeak’s work.
- Pro-actively promote Toonspeak to potential funding bodies and represent the company confidently at external meetings.
- Undertake other work relating to fundraising and perform other tasks as required to achieve the overall objectives of the organisation
- Increase awareness of Toonspeak among potential funders.
- Liaise with current funders, sponsors & donors as appropriate
- Represent Toonspeak at appropriate networks and events
- Maintain fundraising recording systems
- Deliver communications, marketing and publicity-based activities, particularly where these support the income strategy of the organisation including elements of copywriting for website, social media and newsletters.
- Support the development of funding capacity across Toonspeak by producing ‘how to’ guides for core and freelance staff.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Knowledge and Experience	
<ul style="list-style-type: none"> ● Proven success in a fundraising role, securing funds from a range of sources including trusts and foundations ● Demonstrable experience of building and managing positive external relationships with a wide range of stakeholders ● Up to date knowledge of funding sources and donor schemes ● Proven experience of meeting financial targets within appropriate time-frames ● A degree or equivalent qualification and/or equivalent experience in a relevant discipline ● Good working knowledge of MS Office suite (Word, Excel) ● Work based Social Media skills and experience ● Current knowledge of fundraising legislation and practice 	<ul style="list-style-type: none"> ● Experience of managing funding campaigns ● Experience of managing online giving ● Knowledge or interest in Theatre and Arts ● Evidence of CPD in Fundraising ● Experience of working with children and young people ● Experience of working with artists
Skills and Qualities	
<ul style="list-style-type: none"> ● A team player who focuses on solutions rather than problems 	<ul style="list-style-type: none"> ● An Understanding of the value youth

<ul style="list-style-type: none"> ● Excellent written and oral presentation skills in making a compelling case for financial support to a wide range of stakeholders ● Excellent administrative skills with the ability to develop and maintain effective systems and records ● Ability to plan, prioritise and manage workload ● Ability to support and enthuse others and maintain a professional image ● Ability to work in a busy, fast paced environment ● Adaptable and comfortable with change and problem solving ● Committed to making a difference ● Innovative and full of ideas - we are a creative organisation, we like to try new things 	<p>arts and arts participation</p>
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How to Apply

Please send the following:

- A cover letter, **maximum three sides of A4**, demonstrating how you meet the requirements of the role as laid in the job profile, specifically evidencing how you meet the required **knowledge, experience, skills and qualities** of the person specification.
- Your CV including qualifications, work history and further training, **maximum of four sides of A4**
- The name and contact details of 2 referees. **Please note referees will only be contacted after the interview.**
- Confirmation that you are available for a face to face interview (subject to any unknown government Covid related guidelines) in **w/c 15th August (days TBC)**.

We prefer applications to be sent as attachments by email, they should be sent to: info@toonspeak.co.uk and marked **Funding Officer Application**.

For an informal discussion (which we would encourage), please contact Chris Lang, Head of Finance and Operations by emailing chris@toonspeak.co.uk and a call time will be set up for you.

Deadline for applications – **Sunday 7th August @ midnight**

Interview Dates – **Week commencing 15th August (date and time TBC)**

Candidates invited to interview will be informed by close of business on - **Thursday, 11th Aug**