



Fundraiser





March 2024

Thank you for your interest in joining Delight.

Delight is a leading arts education charity that uses the joy of the arts to create magic in learning. Over the last 10 years, Delight has been levelling the playing field for children from disadvantaged backgrounds through arts-based learning. Proven to result in strong outcomes for both children and teachers, our approach is effective at closing the opportunity and attainment gap for children affected by disadvantage and those with additional needs.

In the academic year 2022-23 we reached 2,227 children across Surrey and Croydon. We are forward thinking in our approach and collaborate with arts organisations and schools to co-create projects that are outstanding in content and deliver strong outcomes.

Delight is looking for an experienced Fundraiser to join our energetic team to deliver the charity's fundraising requirements. Your focus will be on securing grants from trusts, foundations and statutory sources including Arts Council England. You'll also have the opportunity to contribute to wider fundraising including through events and the development of earned income streams. We offer a flexible working approach within a dynamic team. This is a wonderful opportunity for someone looking to play a key role in fundraising for an ambitious and friendly arts education charity.

This recruitment pack includes a detailed Job Description and Person Specification. For more information about our work, please explore our website www.delightcharity.org.uk. We have created a 3-minute trailer about Delight which you can view here [Delight Trailer](#).

If you would like an informal conversation about the role before applying, please contact Kathryn Mills, CEO, on **01883 818 300** or email kathryn@delightcharity.org.uk

*"You
made me
happier than ever
before and it has
been amazingly
wonderful."*

CHILD





*"Delight's
programmes are
unique, creative and
inspirational."*
HEADTEACHER

About Delight

Delight is a leading arts-based learning charity that uses the joy of the arts to create magic in learning. We support schools in closing the opportunity and attainment gap for children affected by disadvantage and those with additional needs.

We develop our art, dance, drama and storytelling programmes with arts professionals, teachers and children. This is to ensure we offer excellent and relevant content that broadens horizons, develops personal wellbeing, and social and emotional resilience to improve engagement with learning.

Fundraiser Job Description

Delight is looking for an enthusiastic and experienced Fundraiser to lead and deliver Delight's strategy for trusts, foundations, and statutory sources, and generate new funding opportunities in collaboration with the CEO. You'll be an exceptional bid writer with very strong attention to detail and a proven record in researching, designing, and writing funding applications to relevant grant-making bodies (predominately trusts, foundations, and Arts Council England). The successful candidate should also be comfortable with creating, using, and reporting against budgets, and using financial information.

Here are more details about the responsibilities of this role:

Research & Planning

- Develop Delight's fundraising strategy for grants from existing and potential supporters, where possible securing multi-year funding to meet targets for programmes, core costs and specialist projects.
- Take the lead in researching and identifying prospective trusts, foundations and other sources that align with Delight's funding priorities.

Bid Development & Writing

- Write high-quality, persuasive bids that meet funders' interests and requirements, in liaison with CEO, Head of Programmes & People and Finance Manager.
- Write additional documents in support of funding bids and the wider organisation, eg, contributing to business plans and writing copy for programme evaluation reports & annual report.
- Identify and write up case studies to tell the story of how Delight makes a difference.

Relationships

- Working closely with the CEO, develop and maintain strong relationships with new and existing funders and other key stakeholders.
- Ensure the effective stewardship of funders and donors, including appropriate recognition of grants and gifts made, informal updates, financial reporting, interim/ final reports as required, and hosting funder visits.

Impact & Reporting

- Work with CEO and Head of Programmes & People to ensure collection of key performance indicators to inform impact measurement and funder reports, including programme outputs, outcomes, feedback, case studies, quotes, and financial reporting.
- Ensure timely submission of comprehensive grant reports in line with grant agreements.
- Prepare quarterly fundraising reports for the Board of Trustees.

Finance & Admin

- Work with CEO and Finance Manager to develop annual programme budgets and use these to inform fundraising strategy and activity.
- Use internal financial reports as a basis for financial reporting to funders.
- Maintain accurate records for applications planned and submitted, as well as for reporting to current funders.
- Ensure fundraising is undertaken in line with Delight's policies and good practice.

Other

- As part of the wider Delight team, contribute to ideas and planning for new fundraising initiatives such as fundraising events, commissioning and earned income.
- Work collaboratively within a small team.
- Adhere to Delight's policies and procedures at all times.
- Support the CEO with other duties as required.

Person Specification

In your application, please make sure you show us how you would bring the following skills, knowledge, and experience that we are looking for to this role. We value the different experiences that people bring to a job role and will always look to provide opportunities for you to develop within your role and help you gain more experience working at Delight.

Experience

- Strong experience as a Fundraiser (especially trusts & foundations), with experience of writing successful programme/core funding bids of between £2k to c.£50k+, and a proven track record of meeting agreed income targets.
- Experience of developing and implementing clear fundraising strategies, including stewarding funder relationships.
- Experience of effective grant management, including collating impact evidence and producing timely reporting that captures the delight that underpins our work, together with robust quantitative, qualitative, and financial reporting.
- Experience of developing, using, and reporting against programme budgets.

Knowledge

- Good understanding of how to research and secure funding from trusts & foundations, statutory sources, and Lottery funders.
- Understanding of the need for a diverse income mix.
- Knowledge of impact measurement and reporting against both outcomes and outputs.

Skills and Abilities

- Excellent written skills including the ability to write compelling funding briefs, reports, proposals, and correspondence, with very strong attention to detail.
- Demonstrable interpersonal and networking/relationship building skills.
- Well-organised, with effective time management and problem-solving skills.
- The ability to work both independently and collaboratively as part of a small team.
- Numerate, with the ability to develop and interpret budgets and other financial information.
- IT literate (MS Office, web, email, social media).

Values and Style

- Willingness to commit to and work within the aims and values of Delight – including a commitment to the importance of arts and culture in education and tackling the challenges that face communities affected by disadvantage.
- Positive, open minded, can-do attitude.
- Creativity, curiosity, and a commitment to excellence.

Desirable criteria

Whilst the following are not essential, we would welcome applicants with:

- Experience of being the sole fundraiser in a small charity.
- Experience of working in the arts or education sectors, and/or with relevant qualifications.
- Experience in developing earned income streams.
- Existing relationships with trusts and foundations who support the arts and/or education.
- Knowledge of issues relating to children from disadvantaged backgrounds and inequality in education.

Contract Terms

Delight aims to be an accessible and adaptable employer. We are happy to explore a range of working patterns.

Job title

Fundraiser

Responsible to

CEO

Key internal relationships

- Head of Programmes & People
- Finance Manager

Salary

£32,400 FTE. This is a part-time 0.6 role. Initially a fixed-term contract until July 2025, with the likelihood of an extension on achieving successful fundraising targets.

Working hours options

Option 1: 22.5 hours per week over 52 weeks.
Option 2: 30 hours per week spread over 4 or 5 days, term-time only (Surrey County Council school term dates) with 2 weeks worked in the Summer Holidays.

Holiday

Pro Rata holiday leave of 126 hours. For term-time employees, holidays must be taken during Surrey County Council school holidays.

Place of work

Delight office, 9b Station Avenue, Caterham, Surrey CR3 6LB. Home and flexible working available.

Probationary period

4 months. Your notice period during probation is two weeks for both you and Delight.

Notice Period

2 months' notice for both you and Delight.



How to apply

Application deadline

11.59pm Sunday 17th March 2024.

Shortlisted candidates

Contacted on Thursday 21st March 2024.

First interview

Monday 25th March 2024.

Second interview

To be set following the first interviews.

Ideal start date

Monday 29th April 2024.

To apply, please send a current CV and cover letter telling us how you meet the Person Specification to info@delightcharity.org.uk

Thank
you very
much for your
interest in this role.
We look forward
to hearing
from you.



Delight

