

Grant and Trust Funding Assistant

Based: Central Warwick (with opportunity for some remote working, by arrangement)

Salary: £18,500 per annum pro rata

Hours: 22.5hrs (more hours may be negotiable for exceptional candidates)

Armonico Consort is a critically acclaimed choir and instrumental ensemble which entertains audiences across the country with its high-quality concerts, outstanding recordings, and innovative projects. As we celebrate our 20th anniversary year, we intend to build on our success and lay the foundations for the next 20 years. This requires an acceleration in our fundraising operation, to ensure that our key programmes across all our areas of activity, from professional performance to our education work, are well-supported and viable.

We are looking for a Grant and Trust Funding Assistant to join our Development Department, working with the Head of Development and Planning and alongside the Relationship Manager (Patrons and Sponsors) to maintain a pipeline of high-quality applications to a range of grant and trust funders, corporate sponsors and other donor organisations. The ideal candidate will have some previous experience in a fundraising or aligned role, with knowledge of the main elements of the fundraising process, an ability to manage a pipeline of funding applications, and excellent general administrative and project management skills.

Core tasks:

- Assist the Director of Development and Planning in developing, preparing and sending funding applications to a range of grant giving trusts and foundations to support Armonico Consort's wide-ranging projects
- Assist the Director of Development and Planning in maintaining relationships with our corporate sponsors, and in developing relationships with new potential partners
- Administer the pipeline of trusts and foundations, ensuring that reports and other necessary information is sent to existing funders at the right time and that repeat bids are submitted in a timely manner
- Update the information on the Consort's CiviCRM fundraising and individual giving database, keeping records of donations, changes of address/personnel etc.
- Support the Relationship Manager (Patrons and Sponsors) as required in maintaining our individual donor/sponsor links
- Perform general administrative tasks on behalf of the Development Department (and other Departments, by arrangement)
- Assist the Consort Manager with practical tasks on concert days as required (some weekend working may be necessary, by arrangement)

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none">• 2 years' experience in a fundraising, income generation, donor/customer relations or similar role	<ul style="list-style-type: none">• Post-18 qualification in relevant discipline• Experience of managing databases/ CRM systems• Previous funding bid writing experience
Knowledge	<ul style="list-style-type: none">• Knowledge of the charitable sector• Knowledge of different fundraising approaches and methods• Knowledge of different types of funders	<ul style="list-style-type: none">• Knowledge of various sources of information on grant and trust funders
Skills and Abilities	<ul style="list-style-type: none">• Excellent communicator• Excellent written style• Attention to detail• Research skills• Confident and courteous in dealing with Trust funders and other donors• Competent administrator• Able to manage a range of projects and tasks at any given time• Able to work on own initiative and manage workload	<ul style="list-style-type: none">• Project Management qualification• Ability to analyse and devise project budgets

Application Process

To apply for this position, please send a CV, with a covering letter (maximum 2 sides A4 in 11-point font) setting out why you feel you are suited for this role, to Nick Drew, Head of Development and Planning – ndrew@armonico.org.uk – by **11:59pm on Sunday 31st October 2021**. Interviews will be conducted in the week commencing 8th November.