



Gloucestershire Academy of Music

Application Pack – Fundraising Manager

About Us

Gloucestershire Academy of Music (GAM) is one of Gloucestershire's leading arts charities, providing high-quality music education, performance opportunities and community programmes for children, young people and adults.

We are seeking a Fundraising Manager to help grow and sustain the Academy's charitable income. The role will focus on developing funding from trusts and foundations, supporting donor relationships, and identifying new fundraising opportunities that support the Academy's ongoing work and long-term sustainability.

As the Academy develops future plans for Barbican House, the postholder may contribute to aspects of project fundraising activity where appropriate.

Purpose of the Role

The Fundraising Manager will lead the Academy's fundraising activity, with a particular focus on trusts and foundations, grant applications and donor stewardship. Working closely with the Executive Director and wider team, the postholder will help secure income to support the Academy's programmes and strategic priorities.

The role is primarily focused on sustaining and growing annual fundraising income, while providing support to larger fundraising initiatives as required.

The Role

Title

Fundraising Manager

FTE

0.4 (15 hours per week)

Salary

Band C1 (FTE - £31,827.00)

Holiday

22 Days plus bank holidays (9 days pro rata)

Location

Barbican House + Hybrid/remote working

Reporting to

Executive Director

Gloucestershire Academy of Music Registered in England No. 2796427 – Registered Charity No. 1085708
Barbican House, Barbican Road, Gloucester, GL1 2JF 01452 668592

www.glosacadmusic.org info@glosacadmusic.org



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Gloucestershire Academy of Music

Key Responsibilities

Fundraising & Income Generation

- Deliver the Academy's annual fundraising plan.
- Research and identify new funding opportunities.
- Prepare and submit high-quality funding applications.
- Monitor fundraising progress and report on outcomes.

Trusts & Foundations

- Manage the trusts and foundations programme.
- Develop relationships with existing and prospective funders.
- Coordinate grant reporting and funder communications.

Donor & Supporter Engagement

- Support relationships with individual donors and supporters.
- Assist with donor stewardship and recognition activities.
- Help identify opportunities to develop philanthropic giving.

Corporate & Community Support

- Support the development of local business partnerships and sponsorship opportunities.
- Assist with community fundraising activities and appeals.
- Help maximise fundraising opportunities linked to Academy events and performances.

Barbican House Project Support

- Support the Executive Director with fundraising activity relating to the Barbican House redevelopment project.
- Assist with funding applications, donor engagement and campaign administration where required.

Administration & Reporting

- Maintain accurate fundraising records and CRM data.
- Produce regular fundraising reports for senior management and trustees.
- Ensure fundraising activity complies with relevant legislation and best practice.

Person Specification

Essential Experience

- Experience of fundraising within the charity, arts, education or community sector.
- Experience securing grants from trusts and foundations.
- Experience preparing funding applications and reports.
- Experience managing stakeholder relationships.

Essential Skills

- Excellent written communication and bid-writing skills.
- Strong organisational and time management abilities.
- Ability to manage priorities independently.
- Effective relationship-building and networking skills.
- Good IT skills, including Microsoft Office.

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Desirable

- Experience of arts or cultural sector fundraising.
- Experience of individual giving or donor stewardship.
- Knowledge of major grant-making trusts and public funders.
- Experience supporting capital or project-based fundraising campaigns.

Success Measures

Within the first two years, the Fundraising Manager will have:

- Increased annual fundraising income across multiple income streams.
- Expanded the Academy's trusts, foundations and donor portfolio.
- Strengthened supporter stewardship and retention.
- Enhanced the Academy's profile amongst funders, donors and partners.
- Contributed to the successful delivery of the Academy's strategic objectives and long-term sustainability.

Gloucestershire Academy of Music is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.

This role is subject to an Enhanced DBS check. Applicants are required to disclose at interview any information that may be revealed through this process.

The successful candidate will be required to complete safeguarding training and may also be asked to undertake First Aid training. Gloucestershire Academy of Music will arrange and cover the costs of all required DBS checks and training.

Gloucestershire Academy of Music is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

To apply for this role please send a covering letter and CV by email or post to

info@glosacadmusic.org

**FAO - Executive Director
Gloucestershire Academy of Music
Barbican House, Barbican Road
Gloucester, GL1 2JF**

If you would like to arrange an informal chat regarding the role please call 01452 668592.

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