



## Fundraising Systems Coordinator

**Location:** Gloucester, with the option for flexible hybrid working between our Gloucester & Forest of Dean hubs and home working with a minimum of 2 days/week in the office.

**Contract:** Permanent

**Hours:** 0.8-1.0 FTE (30-37.5hrs week)

**Salary:** £28,000 - £32,000 Pro Rata

**Reports to:** Head of Fundraising

**Closing Date:** Sunday 1<sup>st</sup> June, 5pm

### About Us

The Music Works (TMW) is a Gloucestershire charity that transforms young lives through music. We're specialists in working with young people in challenging circumstances to help them reach their full potential in music, learning and life. We work with over 4,000 young people a year in schools, through open access and referral programmes at our inclusive music hubs in Gloucester, and the Forest of Dean and via our Creative Careers programmes. Our approach is youth-led, with young people involved at every stage of planning and delivery.

Here is an introduction to our work: [About The Music Works](#)

### The Role

This senior coordinator role will work alongside the Head of Fundraising in ensuring the smooth running of The Music Works fundraising operations, enabling the organisation to achieve its fundraising targets and fulfil its strategic objectives, vision and mission.

We are looking for an experienced co-ordinator, with specialised skills in using systems and processes who can oversee a complex portfolio of funders, commissioners, grant-makers & donors and manage their associated grants, funds, awards and gifts.

Working independently and alongside the Head of Fundraising, this role will provide essential and specialist support in the research, preparation, and submission of 80+ applications annually to a range of funders, manage the lifecycles of 40+ active annual applications and oversee data collation, reporting, funder stewardship and sharing our successes.

The ideal candidate will have experience of using project management tools/workflows/CRM systems, understand the importance of data in demonstrating impact and be able to manage an ever-evolving range of priorities, deadlines and specific funder requirements.

## **Role Responsibilities**

- Support the implementation of a new CRM system to streamline the fundraising and grant management processes.
- Manage the end-to-end processes involved in fundraising operations at The Music Works within the new system, including:
  - Administering the submission of all funding applications.
  - Managing the processes and funder communications associated with all active grants
- Managing the reporting processes for all active grants- including collaborating across the staff team to collect data, project and case study info for the accurate and timely preparation of reports.
- Keeping accurate and up to date records of donor and funder information within GDPR guidelines
- Overseeing the funder stewardship plan, ensuring regular comms from across the project portfolio, specific to each funder.
- Undertaking wide ranging research on potential funders, identifying new funding opportunities to present to the senior leadership team.
- Supporting fundraising activity including preparation of application materials, inputting applications into funder portal, keeping project cases for support up to date with current data and information
- Write small funding applications using existing cases for support - training and support from Head of Fundraising can be provided.
- Coordinate a small programme of fundraising cultivation events
- Undertaking general support for the fundraising team including, organising meetings and diary appointments, taking meeting minutes, staying up to date with national, regional and local fundraising networks, third sector news and trends and attending all staff training & development.

## **Person Specification**

### **Essential Requirements**

- Process orientated with strong organisational skills and attention to detail
- High proficiency IT systems and software (e.g. Microsoft 365/Project Management/CRM tools) and progressive with new technologies
- Experience in fundraising operations, grant management, or similar project management role
- Proficient in taking responsibility for complex and critical end to end processes

- Ability to effectively manage multiple priorities and deadlines
- Good written communication skills with the ability to produce reports and short applications (support can provided to develop this area)
- Proficient in data management and analysis/interest in this area with a willingness to learn.
- Self-motivated, disciplined, uses own initiative with strong attention to detail
- Good interpersonal communication skills
- Commitment to The Music Works' mission and values
- Based within commuting distance of The Music Works

### **Desirable Skills**

- Track record of fundraising stewardship or similar, with the ability to build rapport with varied stakeholder groups including funders, beneficiaries, and partners
- Understanding of Gift Aid and UK giving patterns
- Experience of the third sector, specifically arts & culture/ youth/ voluntary/ community.

### **Benefits**

- Pension at 3% of basic salary
- Flexible working
- Staff training and development opportunities
- Cycle to work scheme (shower facilities at Gloucester hub)
- Enhanced Maternity policy
- Wellbeing and social programme for staff
- Annual leave entitlement: 22 days plus bank holidays
- All the days between Christmas and New Year
- Your birthday off
- Additional unpaid leave by request
- A passionate and committed staff team with an inclusive working culture

### **To apply**

Please submit your current CV and a detailed cover letter explaining how you meet the person specification and your previous experience in line with the role responsibilities

Send your application to [recruitment@themusicworks.org.uk](mailto:recruitment@themusicworks.org.uk) by **5pm on Sunday 1st June 2025**. If you have any questions about the role, please feel free to contact us.

The use of AI tools (e.g., ChatGPT or similar) is permitted in the application process. However, we strongly advise against copying and pasting answers from AI tools, as

this often results in generic responses. We encourage you to showcase your own experiences, voice, and style in your answers and note that this is particularly important given the communication expectations of this role.

Diversity and inclusion are at the heart of our organisation, and we promote equal opportunities. We believe this can be achieved through attracting, developing, and retaining a diverse range of staff from many different backgrounds who reflect the community we serve. We encourage applications from all backgrounds.

We use positive action under section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the disabled, or global majority candidate in order to diversify our staff team.

In line with The Music Works safeguarding policy, this job is subject to enhanced DBS checks and satisfactory references.