



Title	Fundraising and Partnerships Manager
Hours	Part-time, 2 days per week,
Salary	£34,000 pro-rata
Terms	Permanent part-time
Location	Manchester Jazz Festival, 151 Deansgate, Manchester M3 3WD
Reports to	Chief Executive Officer/Artistic Director
Works with	Chief Executive Officer/Artistic Director, General Manager, Brand & Communications Specialist, Operations & Festival Assistant, Digital Creative Content Creator & Distributor, Audience Invitations Specialist, external partners & sponsors, venue partners, other stakeholders

Job Description

Background

manchester jazz festival (mjf) is the city's longest running music festival and is an established part of Manchester's cultural heritage, staged over ten days in late May with hosting partners across the city. We connect diverse venues and landmark environments, champion northern artists performing new and original music, and commission ground-breaking new works and pioneering collaborations. mjf supports up and coming musicians, breeds new talent and launches careers with year-round artist development programmes. Through all our work, we celebrate diversity, creativity and boundary-pushing innovation. In 2025, mjf will celebrate its 30th anniversary.

mjf currently enjoys multi-year funding from Arts Council England as an NPO, from Manchester City Council's Culture Partnership Grant, GMCA's Culture Fund and from PRS Foundation Talent Development Partner funding, along with box office income and other small earned and contributed income streams, including a modest mjf Friends scheme.

Purpose of the job

The role of Fundraising & Partnerships Manager is a permanent part-time post within mjf senior management. It is a key, senior position reporting directly to the CEO/Artistic Director. The primary responsibility is the development of income streams from commercial and private sector partnerships, trusts and foundations that will support one or more of mjf's outputs: our core costs, festival programme, international collaborations and talent development and commissioning programmes.

Working Arrangements

The contract is offered on the above basis; however, we are open to alternative equivalent working arrangements. Current hybrid working conditions mean that you will work partly from home, and occasionally in the mjf city-centre office. During the festival itself, the role involves the servicing of existing and cultivation of potential new donors and contributors at events.

Main duties

Fundraising Strategy

- Refresh, develop and lead on the organisation's Fundraising Strategy, specifically focusing on the opportunities around the 30th anniversary year in 2025
- Research and identify Trusts and Foundations that provide a good fit for our work
- Develop, write and submit key trust and foundation bids
- Develop existing and new corporate sponsorships within the local and national landscape and explore other sources of corporate support
- Ensure that all agreements with supporters are met
- Research any ACE Strategic Funds for additional work
- Identify potential Individual donors and philanthropic donations

Business & Private Sector Development

- Identify, cultivate and develop appropriate local and national business partnerships and brand sponsorships that support mjf's income generation, growth and mission statement, and that enhance the audience experience at mjf events
- Develop partnerships that raise mjf's profile in the local and national cultural landscape
- Identify components within mjf's existing programme output that can be used to attract further investment, and explore those opportunities
- Manage the relationship with any agencies acting on mjf's behalf regarding sponsorship and revenue generation (e.g.: Manchester Food & Drink Festival, Sponsorship Agencies)

General Responsibilities

- To act as an active advocate of mjf, in public and towards audiences, funders and media ensuring good PR and external relationships wherever they occur
- To maintain positive ongoing relationships with trustees and utilise their skills accordingly
- To seek and explore development opportunities
- To ensure that materials produced are accurate and of a high standard
- To comply with mjf's EDI and Sustainability Policies
- To remain aware of and up to date with mjf's obligations as a charity
- To meet all ethical codes of the organisation

Essential skills and qualities

- Proven fundraising successes in the arts sector
- Good sector and business networks
- Solid pitching, bid writing and report writing skills
- Evidenced understanding of budgeting and financial management
- Critical understanding of the non-for-profit, funded arts and culture sector
- Excellent organisational skills and attention to detail
- Strong business planning skills
- Diplomacy, confidentiality and personal integrity and ability to deal with a wide range of people and build relationships.
- Flexibility to work evenings and weekends if required
- Solid IT skills (including MS Office)
- Thorough yet balanced approach to managing artistic and business risk
- Ability to prioritise workload, work under pressure and to tight deadlines
- Ability to work within a small team in an autonomous and cooperative manner and support others when required

Desirable skills and qualities

- Interest in contemporary music and the cultural landscape of the north

Key dates

Deadline to apply: 23:59, 21st January 2024

Interviews: 5th and 6th February 2024, in person at our central Manchester office

Start date: As soon as possible

How To Apply

If you would like to apply, please complete the online form. CVs should be uploaded along with your online application form.

If you have any queries about the role, please email Steve Mead, CEO & Artistic Director, at steve@manchesterjazz.com, stating 'Fundraising & Partnership Manager_Your Name' 'in the subject line.

Upon the offer of a job appointment, you will be asked to provide two referees whom we may consult.