

Fundraiser and Sponsorship Expert

About us

Glasgow Zine Library is a self-publishing library and community arts space located in Govanhill on the south side of Glasgow. We aim to advance the arts, heritage and cultural sector through promoting self-publication as a means for artistic, community and personal expression. We have a growing archive of self-published works, with around 1000 zines currently in the collection. We run a year-round programme of educational events and our annual festival, Glasgow Zine Fest.

The coming year marks an exciting period of growth and consolidation for the organisation. Our events programme will be shaped around three themes: The Stories We Tell, Between Creativity and Wellness, and Opening the Gate: Making Theory Accessible, offering our audiences an opportunity to develop and nurture themselves and their creative practice. We will begin to offer intermediate and advanced learning opportunities in addition to our existing beginners offer. We will be expanding our Young Producers Programme for 14-18 year olds and creating a follow-on Emerging Programmers initiative for adults. We will be focusing on building stronger community partnerships and developing a more financially sustainable model. As we begin to reopen the library, following Covid-19 closures, we will be broadening its use, doing more to bring the collection to life and make zine-making and self-publishing more accessible.

Mission and values

As an organisation we aim to:

- Provide access to zines and zine-making culture
- Facilitate accessible alternative/DIY arts education.
- Resource the making of new zines
- Build community care and connection.
- Work together with the wider arts, heritage and community sectors to democratise participation and leadership in the arts in Glasgow

Job Description

We are seeking a fundraising and sponsorship expert to join our team to help us reach financial goals and secure a more stable and diverse stream of funding. We are looking for someone with a creative approach to income generation with extensive experience who is an excellent communicator.

As our new Fundraiser, you will work closely with our team to strategise and write applications for private, public, and potentially corporate funds. Because of the part-time nature of the position, you will delegate tasks to our team so that we can adequately support you in applications. You will report to our Board of Trustees at our quarterly meetings on progress made and income generated.

Glasgow Zine Library - Fundraiser Job Description 2021

This is a 6 month fixed term contract, which may be extended by another 6+ months depending on performance and achievement of funding targets.

The salary for this role is £25,000 pro-rata, at 2 days a week (£10,000 p/a).

Your experience:

You have experience with the private sector, including an understanding of companies' corporate social responsibility plans, have a track record of successful grant and funding applications. You have the skills to develop a fundraising strategy across a range of income streams.

Key Responsibilities

- Researching potential trusts, public funds, donors, and other ways to increase income for Glasgow Zine Library
- Engaging with the private and public sectors, grant awarding bodies, trusts and foundations
- Leading on the development of successful funding proposals
- Organising and attending fundraising events on occasion
- Organising campaigns that will generate donations
- Raise funds to contribute towards our annual fundraising target of £250,000 (increasing annually in line with organisational needs)
- Communicating strategies to the team, and delegating tasks where appropriate
- Contribute to monitoring and evaluation
- Oversee all fundraising procedures, including keeping accurate and up-to-date records related to individual giving (including our monthly donors and Patreon subscribers)
- Nurturing relationships with fundraising contacts, including individual donors, contacts from trust/grant funders and corporate foundations
- Reporting to the zine library team at regular meetings and the board of trustees on a quarterly basis regarding funding matters

Skills and Experience

- A track record of successful fundraising for the charitable sector
- An ability to achieve funding targets through a variety of methods, for example grant applications, fundraising events, engagement with trusts and foundations.
- Experience of managing donor contracts and ensuring effective implementation of funding proposals.
- Experience in developing funding strategies for organisations.
- Excellent written and verbal communication skills
- Takes an ethical approach to private and corporate fundraising
- Project and budget management experience.
- Strong understanding of digital tools to support fundraising and impact development

- Awareness of relevant sources of grant and unrestricted funding

Person Specification

- Knowledge of the funding and sector's landscapes
- Comfortable representing various aspects of Glasgow Zine Library's output to a wide range of funders
- Comfortable communicating needs within a small team and delegating tasks
- A self-starter with the ability to juggle multiple deadlines
- Maintain and communicate the ethos and values of the organisation
- Passionate about supporting marginalised peoples' access to art, self-publishing, and DIY culture
- Motivated to meet fundraising goals and seek out creative solutions
- Excellent people skills, to enthusiastically, comfortably and confidently meet with potential funders
- Motivated, with the skills to build networks and relationships across a range of potential donors and stakeholders

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