



Four Corners seeks an experienced Fundraising Manager to join its team. This new role is an exciting opportunity to support Four Corners ambitious plans for its creative, skills and gallery programmes to 2023.

Four Corners champions film and photography for all. Our centre in East London offers a dynamic environment where people at all levels gain skills and create new work. We know that access to the arts is not equal, and we aim in particular to support people from traditionally under-represented backgrounds. Our Gallery exhibitions celebrate new and archival work which draws on our heritage of socially engaged approaches to photography and film.

Four Corners is a registered charity. We have a team of ten part-time and full-time staff, and work closely with freelancers, volunteers and partners in film and TV, visual arts, heritage, community and higher education to deliver our programmes.

### **Fundraising Manager**

We are seeking an experienced professional who has demonstrable experience of successful fundraising applications to a range of arts funders.

The postholder will work alongside the Artistic Development Director to support Four Corners Funding Strategy to 2023. Key aims are to build our gallery and participatory programmes, and to develop a new Film School for diverse participants. We also have planning permission to take forward a new capital project within our building.

### **To apply**

Please email us a cover letter (no more than two pages) addressing how you meet the Person Specification criteria for the role, along with your CV and examples of your previous work to: [info@fourcornersfilm.co.uk](mailto:info@fourcornersfilm.co.uk)

Deadline for applications is **10am on Monday 25 January 2021**. Interviews will be held in the week beginning 1<sup>st</sup> February 2021.

Four Corners is an equal opportunities employer. We particularly welcome applications from people who are under-represented within visual arts and creative media sectors.

Four Corners, 121 Roman Road, London E2 0QN     [www.fourcornersfilm.co.uk](http://www.fourcornersfilm.co.uk)

Post:	Fundraising Manager
Responsible to:	Artistic Development Director
Place of work:	Four Corners' offices are at 121 Roman Road, London E2 0QN.
Hours:	14 hours per week (flexible working by agreement).
Salary:	£30,000-£35,000 pro-rata (dependent on experience)
Pension:	There is a discretionary company pension
Annual leave:	Six weeks holiday plus Bank Holidays (pro rata)
Contract type	Fixed-term (two years followed by review).

## **JOB DESCRIPTION**

The postholder will be responsible for carrying out Four Corners' Fundraising Strategy, working closely with the Artistic Development Director and Finance Director. This will include developing large-scale arts funding bids and writing applications to trusts and foundations.

### **Main duties**

- Develop and submit a range of funding applications to major arts funders as well as a range of other Trusts and Foundations, working closely with the Artistic Development Director and Finance Director.
- Research and identify the potential for new funding relationships
- Develop new funding initiatives working closely with key staff (finance, project delivery, and marketing staff).
- Identify and develop corporate sponsorship opportunities that relate to key projects, working with the Audience Development & Communications Manager and other key staff.
- Gather and present monitoring data for funders as and when required.
- Provide reports on funding research and applications to the Board and staff working groups.

### **General**

- Attend and represent Four Corners at relevant staff, board and external meetings and events as required
- Undertake additional duties as required.

## **PERSON SPECIFICATION**

### **Essential:**

- Demonstrable experience of successful and large-scale fundraising applications made to a range of arts funders
- At least 5 years relevant experience in visual arts, film, museums or another related cultural sector
- Good IT skills, including knowledge of excel, word, use of surveymonkey and social media.
- Excellent, and proven, written and oral communication skills.
- A proven ability to work in a team with a diverse range of people, and on your own initiative.
- A commitment to equal opportunities and promoting diversity

### **Desirable:**

- Knowledge and experience of corporate sponsorship
- Experience of working in the voluntary/charitable sector.
- Knowledge of the film/television industry
- Knowledge of and interest in East London