



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

Deadline for applications is **10am on Monday 12th April 2021**. Interviews will be held in the week beginning 19th April 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

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| Post: | Fundraising Manager |
| Responsible to: | Artistic Development Director |
| Place of work: | Four Corners' offices are at 121 Roman Road, London E2 0QN. |
| Hours: | Average 14 hours per week (hours/days flexible by negotiation, with the aim to increase the hours in future) |
| Salary: | £35,000 pro-rata (freelance or staff position) |
| 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 alongside the Artistic Development Director and Finance Director. The main focus is to develop large-scale arts funding bids and writing applications to trusts and foundations, working with a small team of staff.

Main duties

- Develop and submit a range of funding applications to major arts funders, Trusts and Foundations, working closely with the Artistic Development Director and Finance Director.
- Research and develop potential new funding relationships
- Develop new funding initiatives working closely with key staff (finance, project delivery, and marketing staff).
- 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, googledocs 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:

- Experience of raising funding for capital projects
- 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