

**Job Description: Fundraising Coordinator**

**January 2024**



**Information for applicants:**

January 2024

Dear Applicant,

Thank you for your interest in the post of Fundraising Coordinator at Glasgow Film.

In this pack, you will find some background information about Glasgow Film, along with more detailed information about the role, a job description, a person specification, and broad terms and conditions.

If you would like to apply for the post, please complete the application form and the equal opportunities monitoring form. Please refer to the job description and person specification in your application, telling us why you are interested and what skills and experience you would bring to the role.

Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is **Monday 4th March 2024 at 10am.**

We look forward to hearing from you and thank you again for your interest.

Best wishes,

Seonaid Daly

Executive Director

**About Glasgow Film**

Our vision for Glasgow Film is an inclusive, collaborative space where audiences and communities can nurture their passion for cinema and film and be empowered through participation in our programmes. Everyone is welcome and everyone is included. This is ‘Cinema for All’.

Our mission is to provide 'Cinema for All'. We exist to celebrate the magic of film and nurture excellent independent cinema from across the globe. To do this we provide high-quality programmes of curated screenings, festivals, events and industry opportunities; we empower our communities to participate through education and outreach initiatives; and we develop sector leading equalities initiatives to ensure cinema is accessible, safe and welcoming for the widest possible audience.

**Our values are:**

Community

This means that we will value, nurture and grow the Glasgow Film community of film fans, staff, supporters, industry and young people. We will have a positive impact in our community and build meaningful relationships with local people and local organisations as well as national and international networks. We will prioritise equality of access and work to tackle the consequences of systemic racism and inequalities that negatively impact the screen sector and fair access to the arts and culture.

Authenticity

This means we are genuine, honest and transparent with our audiences, our stakeholders and with each other as colleagues. We will behave ethically, with purpose, mindfulness and integrity in our everyday activities. We will celebrate our important history and strong identity.  We know who we are, and our mission and purpose is clear.

Sustainability

This means we will future proof Glasgow Film for future generations through strong governance, expanding the diversity of our communities and reducing our carbon impact.  We will continue to learn how to work more sustainably and imbed good environmental practices across all areas of our organisation.

**Glasgow Film is:**

**Glasgow Film Theatre**

GFT has been leading the way in specialised cinema for over 40 years. Our three screens show 100% specialised titles, first run world and independent cinema, artists’ experimental work, issue based programmes, thematic seasons, repertory programmes, Scottish produced work, festivals, and a programme of event cinema and live broadcast.

We provide an independent film programme for diverse audiences, including specific community engagement and equalities driven initiatives. These initiatives include our flagship programmes Visible Cinema (D/deaf and hard of hearing audiences), Movie Memories (Dementia friendly) and Access Film Club (Autism friendly).

GFT thrives in a highly competitive Glasgow market for cinema by providing a clearly differentiated experience and programme.

**Glasgow Film Festival**

Glasgow Film Festival is dedicated to presenting the best new Scottish and international film, including feature films, specially commissioned work and special events. Our approach is 'up close and personal' where audiences and creative industry practitioners get the opportunity to meet filmmakers from around the world. We are passionate about cross sector collaborations and partnerships and our unique ‘pop-up cinema’ events are a model of innovative programming in their exciting use of different, vibrant venues across the city.

Our Industry Connects programme is at the heart of the festival, creating a bustling hub of activity for emerging and developing screen practitioners. This is where we forge connections, share fresh new thinking and nurture diverse filmmakers of tomorrow. Short Circuit is a year-round talent development initiative for emerging and underrepresented filmmakers in Scotland delivered in partnership with Film City Futures.

**Glasgow Film Learning and Youth Opportunities**

Glasgow Film works collaboratively with young people, teachers, our fellow film education organisations to provide a fun and relevant programme for ages 5-25. The programme includes free Saturday screenings for families all the way through to access the industry events. Glasgow Film Youth Board is made up of young people who have graduated from one of our programmes who curate our year-round programme of free monthly Youth Screenings. Glasgow Film is also the home to Glasgow Youth Film Festival where each year young people aged 15-19 co-curate the three-day festival.

We are the lead organisation for the Glasgow Film Education Alliance, a collaborative film education initiative with Glasgow Film, Into Film, Glasgow City Council Better Futures and Glasgow Improvement Challenge, supported by Screen Scotland.

By working with a range of outreach and recruitment partners we aim to ensure that young people from all backgrounds can access our opportunities.

**Film Hub Scotland**

Film Hub Scotland, part of the BFI’s Film Audience Network and is one of the eight Hubs across the UK with the aim of extending film choice, increasing audiences, and enhancing opportunities for audiences across Scotland to deepen their relationship with film.

**Equalities, Diversity and Inclusion at Glasgow Film**

Glasgow Films’ commitment to equality, diversity and inclusion is clearly stated in our vision: Cinema for All. We have a proud history and track record of diverse programming, equalities driven partnership working and developing sector leading equalities initiatives (particularly for disabled audiences).  Our flagship initiatives are informed by the views of those with lived experience.

We believe in and champion the progression of Article 27 of the Universal Declaration of Human Rights: that “everyone has the right to freely participate in the cultural life of the community, to enjoy the arts [...] and its benefits.” However, significant inequalities continue to exist in accessing, participating in and working in the arts and screen sectors which are symptomatic of wider societal inequalities. Glasgow Film understands that discrimination and inequality affect people in complex ways.

During our recent Anti-Racism Audit, we learned more about what we need to do to embed a more actively anti-racist and intersectional approach to all of our work; both internally (with staff and volunteers) and externally (with audiences and participants). We know that we still have a lot of work to do and our new Equalities and Anti-Racism Strategy (led by the Executive) will guide us as we drive forward these changes. Our Community Engagement activities play an important part in the success of our new strategy.

Information on our community engagement and flagship equalities initiatives can be found [here](https://www.glasgowfilm.org/community).

Glasgow Film’s original commitments in response to Black Lives Matter can be read [here.](https://www.glasgowfilm.org/updates-on-black-lives-matter-commitments)

Glasgow Film has an Equalities, Diversity and Inclusion strategic plan and all departments must track and report on their progress.

Glasgow Film organises annual equalities training for staff and volunteers.

Glasgow Film has a Staff and Volunteers Diversity Committee which meets quarterly.

**Job Description: Fundraising Coordinator**

**Terms and Conditions**

Employer: The Glasgow Film Theatre

Salary: £31,140 per annum

Term: Permanent

Hours: Full time - 37 hours per week on average and as necessary to fulfil the scope of responsibilities within the post. This may involve some weekend and evening work.

Place of Work: 12 Rose Street, Glasgow

Holidays: 23 days per year plus 8 currently recognised bank/public holidays.

Notice Period: During probation 1 week, after confirmation of post 1 month for both employer and employee.

Pension: This position will be part of Glasgow Film’s auto enrolment pension plan.

Right to work: The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.

References: Offers of employment are subject to the receipt of references that are satisfactory to Glasgow Film.

Other benefits:        Staff membership benefits: subject to availability – free

entrance to GF events, 2 free guest tickets per month, BUPA Employee Assistance scheme.

Start date: From April 2024

Glasgow Film is an Equal Opportunities Employer and as such all positions will be offered to the candidate with the required skills for the post and without consideration to a candidate’s race, ethnic origin, nationality, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

**JOB DESCRIPTION: Fundraising Coordinator**

**Responsible to:** Development Manager

**Responsible for:** Please see principal duties outlined below

**Staff Structure:** See attachment

**Principal Purpose of the Post**

*This job description describes the principal duties of the job currently. It is a guide but is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business needs.*

This is an exciting brand-new post, in a small and dynamic team, in one of the UK’s most successful independent cinemas and screen education charities. You will work closely with the Development Manager to help shape and drive forward innovative new ideas that increase and diversify our income from corporate, individual giving, philanthropic and public funding sources. New projects include a Friends scheme, a new Major Gifts strategy and developing a brand-new donor database. The post holder will work across all areas of our fundraising and development activities providing essential administrative support and helping to write brilliant bids. As well as devising campaigns and submitting funding applications, the Development team support their colleagues across the organisation to identify and secure income for projects across our schools, young people, new talent, community, and festival activities. This role offers an exciting opportunity for an ambitious and driven professional to build on their professional experience and play an important role in Glasgow Film’s future success.

**Responsibilities**

Income Generation

* Support the growth, delivery and success of Individual Donor and Major Gift initiatives
* Research businesses and support bid writing for Corporate partnerships helping to grow sponsorship income
* Research and complete Trust and Foundation applications
* Provide administrative support to the Development Manager on major bids to core public stakeholders and funders

Stewardship and Compliance

* Develop and nurture brilliant relationships with our partners, supporters, and donors
* Coordinate the correct recognition and accreditation of grant givers and donors
* Be responsible for the effective data management within the donor database and use the data innovatively to drive forward income and growth
* Provide the administrative support that ensures all grant, financial and contractual terms and conditions are met
* Provide the administrative support as required to ensure effective financial reporting.

Evaluation and Impact

* Support the Development Manager to gather in quantitative and qualitative evaluation from other colleagues
* Help write and publish innovative impact stories that will be shared externally.

Networking, Innovation and Research

* Research and keep abreast of new and innovative fundraising methods
* Grow Glasgow Film’s reputation and visibility by networking and connecting to relevant fundraising networks, business communities and other groups
* Represent Glasgow Film and attend internal and external events as appropriate.

Ethical Fundraising and Legislation

* Ensure that all fundraising activities adhere to Glasgow Film’s Ethical Funding Policy
* Ensure that Glasgow Films fundraising activities meet relevant best practice and legal practices such as the Institute of Fundraising Code of Practice and GDPR.

Other

* Any other relevant duties as requested by the Development Manager as and when appropriate
* You will have a commitment to Equalities and Diversity
* To be committed to the company’s Environmental Sustainability policies
* To fully participate in company meetings and events when required
* To attend relevant training as and when required
* You will help ensure Glasgow Film maintains an inclusive and positive organisational culture.

**PERSON SPECIFICATION:**

|  |  |
| --- | --- |
| **KNOWLEDGE** | **ESSENTIAL (E)/ DESIRABLE (D)** |
| Relevant knowledge of sponsorship and corporate partnerships (or transferable knowledge from other sales or income focussed environments)  | E |
| Relevant knowledge of and an understanding of the fundraising context for arts and educational charities  | D |
| Relevant knowledge of the evaluation and impact of educational activities  | D |
| Knowledge of the cinema and the screen sectors | D |
| An understanding of and commitment to equal opportunities  | E |
| An understanding of environmental and sustainability issues | D |
| **EXPERIENCE** |
| Previous experience of fundraising and/or sponsorship and /or donor development (or transferable experience from other sales or income generation environments) | E |
| Previous experience writing bids or applications  | E |
| Previous experience delivering and working on public facing events | D |
| Previous experience updating and monitoring budgets and/or relevant financial management  | D |
| **SKILLS AND ABILITIES** |
| Excellent interpersonal skills | E |
| Excellent writing skills  | E |
| Able to work on own initiative | E |
| Ability to work well with internal and external colleagues  | E |
| Strong administrative and organisational skills | E |
| Able to use digital tools and platforms for admin and communication | E |
| Relevant experience doing desk-based research, understanding data and using databases  | E |
| **PERSONAL QUALITIES AND ATTITUDES** |
| Positive, friendly, and outgoing  | E |
| Collaborative | E |
| Pro-active and motivated | E |
| Committed to quality and attentive to detail | E |
| Honest and sincere  | E |
| Empathetic and kind  | E |
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**Don’t meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. We are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply.**