



FUNDRAISING & DEVELOPMENT MANAGER RECRUITMENT PACK

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| <p>Job Title: Fundraising & Development Manager</p> <p>Salary: £42,000 FTE (£25,200 actual salary)</p> <p>Working Pattern: 3 days per week. This is a part-time role requiring flexibility, including occasional evenings and weekends to support events. Time off in lieu will be provided.</p> <p>Contract Type: Initial 1-Year fixed term contract.</p> <p>Holidays: 21.6 days (inclusive of bank holidays).</p> | <p>Pension: NEST pension (9% employer contribution)</p> <p>Reports to: Chief Executive.</p> <p>Key Relationships: Funders, donors, families.</p> <p>Location: Wandsworth Music office and flexibility to work from home.</p> |
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About Wandsworth Music

Wandsworth Music is a dynamic and growing charity delivering high-quality music education to over 9,000 children and young people each year.

We are committed to ensuring all young people can experience the transformative power of music, actively removing barriers to participation and supporting progression regardless of background.

Our work includes:

- Supporting all Wandsworth Schools to deliver a high-quality music curriculum.
- Delivering more than 1,000 hours of weekly music tuition.
- A thriving Music Academy with more than 500 students attending weekly
- Numerous ensembles spanning orchestras, bands, choirs, and contemporary music.
- Large scale concerts and events at venues such as The Royal Albert Hall and Wimbledon Tennis Championships.

Why This Role Matters

As demand for our services continues to grow, Wandsworth Music is focused on diversifying income streams and reducing reliance on public funding.

The Fundraising and Development Manager will play a critical role in strengthening long-term financial sustainability by building a robust and diversified fundraising pipeline. This will support future growth, and help realise our vision that all young people, regardless of background, can experience the transformative power of music.

Why Join us?

- A high-impact, visible role with direct influence on organisational sustainability
- Close working relationship with the CEO and Board
- Opportunity to shape and grow a fundraising strategy
- A flexible, supportive, and mission-driven working environment

If you are looking to return to work after a pause in your career, looking to balance a role with wider family or caring responsibilities, or just simply looking for a change, then we would love to hear from you!

How to apply

Please email vacancies@wandsworthmusic.co.uk with the following documents:

- Completed WM application form (download from www.wandsworthmusic.co.uk/vacancies)
- A supporting statement (no longer than 2 sides of A4) outlining how you meet the person specification, along with any relevant experience that you have.

For an informal discussion please contact Dan White, CEO on 020 8333 3899 or dwhite@wandsworthmusic.co.uk

Closing date: 1 July 2026

Job Purpose

The Fundraising and Development Manager will be responsible for leading and delivering the fundraising strategy.

The postholder will combine strategic planning with hands-on delivery, developing and implementing a sustainable fundraising strategy while directly securing income through trusts and foundations, individual donors, corporate sponsors and fundraising events. You will have a proven track record of securing significant levels of income from a wide variety of philanthropic sources.

Working closely with the CEO and Board, the role will play a key part in ensuring the organisation's long-term financial sustainability.

Key Objectives

- Develop and implement a clear, prioritised fundraising strategy.
- Build a diversified income pipeline across trusts, individuals, and corporate partners.
- Strengthen donor engagement and stewardship.

Key Responsibilities

- **Strategy & Leadership**
 - Develop and deliver a comprehensive fundraising strategy aligned with Wandsworth Music's priorities.
 - Monitor performance and adapt plans as needed to ensure financial goals are met.
 - Advise CEO and Board on fundraising opportunities, risks and progress.
- **Donor and Stakeholder Engagement**
 - Build and maintain strong relationships with current and potential donors, including individuals, corporate sponsors, trusts and foundations.
 - Lead donor stewardship and recognition activity.
 - Work with trustees and senior stakeholders to leverage networks.
- **Fundraising Delivery**
 - Research, develop and submit high-quality funding applications to secure funding from various sources.
 - Build and manage a pipeline of trusts, foundations, and other funders.
 - Develop approaches to grown income from individuals and corporate partners.
- **Events & Campaigns:**
 - Plan and deliver fundraising events and initiatives that generate income and raise awareness.
 - Support flagship activity as fundraising opportunities (e.g. concerts).
- **Monitoring & Reporting**
 - Maintain accurate records using fundraising software.
 - Track income against targets and provide regular reports.
 - Ensure compliance with fundraising regulations and best practice.
- **Marketing & Communications**
 - Develop compelling fundraising materials and case for support
 - Collaborate with colleagues to align fundraising with marketing and communications

Generic Duties and Responsibilities

- To understand and support the mission and values of Wandsworth Music.
- To understand WM's responsibilities for safeguarding children and young people.
- To comply with and maintain an up-to-date knowledge of all Wandsworth Music policies and procedures, including data protection and health and safety.
- To promote equality and inclusion in all WM programmes, creating a safe, supportive and welcoming environment for all.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

This Job Description reflects the current situation and does not preclude change or development that might be required in the future. Other duties may be required in line with the current and/or future needs of the organisation.

We encourage applications from candidates who meet most, but not all, of the criteria outlined below.

| Person Specification Requirements |
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| Experience |
| Experience of working with a range of trusts and foundations, including large institutional funders, preferably within the arts or education sector. |
| Proven track record of securing significant levels of income from trusts, foundations and donations. |
| Event and/ or project management experience. |
| Knowledge/ Skills |
| An excellent writer, experienced at telling engaging stories and building persuasive cases for support. |
| Strong presentation skills and the ability to communicate complex messages to a wide range of audiences. |
| Knowledge of key funders in the arts and/or education sectors. |
| An exceptional eye for detail. |
| Strong IT skills, including proficiency in using fundraising software, social media and web platforms. |
| Knowledge of the Fundraising Regulator’s Code of Fundraising Practice. |
| Personal attributes |
| Passionate about music, education, and social impact. |
| Highly motivated, proactive, and able to work independently |
| Exceptional organisational and administrative skills with the ability to prioritise a complex workload. |
| Flexible and adaptable approach to work |
| Qualifications/ Experience |
| Significant levels of relevant work-based experience. |

Safeguarding

Wandsworth Music is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to pre-employment checks including an Enhanced DBS check and references. The role is exempt from the Rehabilitation of Offenders Act.

Equal Opportunities

Wandsworth is a multicultural borough, and we are committed to recruiting, retaining, and developing a workforce that reflects the diverse community that we serve. We particularly welcome applications from people from underrepresented groups, including people with disabilities, and Black, Asian, and Minority Ethnic backgrounds.