

Enabling disabled people to develop their creativity and unlock their talents through the use of innovative technologies

Decibels and **SpecialKidz** are Reading-based organisations that promote **arts based education and training of deaf & disabled children and young people** to develop their creativity and unlock their abilities, principally through the use of technology.

The Week of Sound UK is going to be held in venues around Reading from the 1st to the 5th of June 2016 with the central theme of *Sounds never sleep*. Experts in the field of sound, audio, education, technology, health, environment, acoustics, music and sound art will be guiding this journey to discover the importance of sound in everyday life.

Job Description: Support Fundraiser

This document summarises the purpose of the job and its key tasks. It may be varied from time to time at the discretion of the Board of Trustee-Directors in consultation with the post holder.

Job Title:	Support Fundraiser (initially voluntary, later Consultancy)
Accountable to:	Executive Director / Promoter of the Week of Sound and Project Director
Hours of work:	7 or 14 hours per week (to be agreed) fixed term
Based at:	At home and at the Decibels' office at the University of Reading
Salary:	Voluntary in first instance

Key duties cover:

- Developing and delivering a strategy to achieve required levels of fundraising, according to agreed budget targets.
- Delivering these funds towards required needs; including core costs, existing project costs and new project initiatives.
- To develop a strategy and line of prospective grant funders, through different means, that enables a constant flow of grants and possibly bid writing
- To manage the relationships with potential Funders including reporting requirements, and other forms of relationship building and strategies.
- To work closely with the Project Director to plan, deliver and report on fundraising grants and bids.
- Assisting the Project Director in developing a comprehensive fundraising programme with successful outcomes

Key Skills Required:

- Highly effective written communication skills, capable of producing winning grants and bids.
- Capable of researching and creating a database of grant funders who are suitable to approach for funding
- Effective planner and very well organised.
- Excellent in keeping existing funder relationships, while developing new ones.
- Creative thinker and able to develop innovative ways in grants and bids fundraising.
- Excellent communication skills, and capable of involving and persuading grant makers and funders.
- Able to deliver compelling and effective presentations.
- Able to utilise statistics, numbers and research in compelling and exciting arguments
- Good numeracy and IT skills, able to understand budgets and how to cost out projects/bids.
- Excellent networker.
- Able to work independently and as part of a team

If you have had a similar role or undertaken fund raising work in your previous employment and would like to utilise your skills to assist our charity/educational enterprise to develop and thus enable deaf people, of whatever age, to aspire and achieve in life, then we would be delighted to hear from you.

For further information, please contact one or both of the following people:

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