



Role Title: Fundraising and Sponsorship Manager

Role Description

Overview: The Fundraising and Sponsorship Manager is responsible for developing and executing fundraising strategies, securing sponsorships, and managing donor relationships to support the financial needs of our annual local festival/fete.

Responsibilities:

- **Fundraising Strategy:** Collaborate with the Committee to develop a comprehensive fundraising strategy that includes individual donations, campaigns, and grant applications. Set clear fundraising goals and objectives.
- **Sponsorship Acquisition:** Identify and approach potential sponsors, partners, and donors who align with the festival's mission and target audience. Secure financial and in-kind sponsorships.
- **Donor Relations:** Cultivate relationships with individual donors, community organisations, and philanthropic foundations. Acknowledge and recognise donors' contributions appropriately.
- **Grant Applications:** Research and identify grant opportunities for festivals and cultural events. Prepare and submit grant applications, ensuring compliance with application requirements and deadlines.
- **Fundraising Campaigns:** Collaborate with committee members to plan and execute fundraising campaigns, including online and special events to engage the community and raise funds.
- **Budget Management:** Work closely with the Treasurer to ensure that funds are allocated and managed effectively within the festival's budget.
- **Sponsorship Activation:** Collaborate with sponsors to activate their presence at the festival, ensuring they receive the agreed-upon benefits and recognition.
- **Reporting and Tracking:** Maintain records of donations, sponsorships, and grants. Provide regular reports to the organising committee on fundraising progress and results.

About you:

- Strong fundraising and relationship-building skills.
- Previous experience in fundraising, sponsorship acquisition, or non-profit development.
- Excellent written and verbal communication skills.
- Knowledge of grant application processes and fundraising best practices.
- Ability to work independently and as part of a team.
- Enthusiasm for the festival's mission and goals.

Time Commitment:

This role typically requires one to two days a month spread over the year, time commitment will increase in the lead-up to the festival in June and at our main recruiting period in January.

How to Apply:

If you are interested in this role please fill out the form here: <https://forms.gle/yscFh5EWbxjYSWBu6>

General committee roles are usually assigned at the Plumstead Make Merry's Annual General Meeting (AGM) – time, date and place tbc.



We will aim to speak to everyone interested in a role before the AGM, please indicate the best times to contact you in your form. If you would like to talk to us about this role, or any of the others before submitting please email: info@plumsteadmakemerry.co.uk