



Fundraising Consultant

Responsible to: Festival Director

Contract type : Freelance 9-12 months

Rate: £250- 400 a day dependant on experience

Start date: Aug 2023

Role Summary

To develop and implement Bristol refugee Festival's (BRF) income generation and fundraising strategy, to enable the long-term growth and resilience of the organisation and secure funding for the next 3 years. We are seeking someone motivated and organised with excellent research, communication and relationship development skills with a proven track record of securing unrestricted and restricted funds, through development of compelling cases for support and impactful bid-writing.

About Bristol Refugee Festival

Bristol Refugee Festival coordinates a collaborative year-round programme of arts, cultural and educational events, supporting and facilitating newly arrived and settled communities from across Bristol and beyond to come together in celebration of inclusion and diversity.

Our vision is for refugees and asylum seekers to feel welcome, valued and confident to celebrate and share their culture, skills and knowledge in their local community and beyond.

We have a small team of 4 part-time staff, supported by a number of freelancers and volunteers and a board of 5 non-executive Directors. A key part of our organisation are our volunteer RAS Ambassadors (currently 10) who support and advice on all our activities.

More information about our story and our work can be found on our website www.bristolrefugeefestival.org.

Key responsibilities

- Raise immediate funds for continuation of BRF's existing projects.
- Develop the existing organisation fundraising strategy including diversifying funding and income streams.
- Research and identify a diverse range of appropriate funding opportunities.
- Develop compelling cases for support and build strong, sustainable relationships with different funders.
- Develop a deep understanding of our work and build strong relationships with our key stakeholders, partners and networks to maximise potential for collaboration and partnership.



- Write impactful high quality bids on behalf of and in collaboration with an appointed fundraising committee.
- Raise an agreed amount of funding within a specified timeframe
- Maintain accurate records on all fundraising activity, ensure deadlines are met and provide monthly reports to the fundraising committee.
- Advise on and develop different sources of income for BRF, such as individual donor and corporate sponsorship programmes.
- Understanding and agreement to our organisation's [values](#).

Person Specification

Essential

- Proven track record of securing both restricted and unrestricted funding from a range of sources.
- Proven track record of developing creative, innovative income generation strategies
- The ability to build relationships with stakeholders at all levels, including staff and volunteers in order to give voice to their passion and experience.
- The ability to tell an organisation's story in a compelling way and act as an advocate and ambassador for an organisation in order to cultivate strong sustainable relationships with donors and funders.
- Excellent communication and bid-writing skills
- Excellent research & reporting skills
- Ability to work both independently and collaboratively.

Desirable

- Understanding of Community interest funding.
- Understanding of arts & culture sector funding.
- Knowledge of local south west not-for-profit sector and networks.
- Lived experience of the asylum process or interest and commitment to understanding the needs, experiences and hopes of refugees and asylum seekers.
- Understanding and experience of developing press and media relationships.
- Understanding and experience of evaluation and monitoring processes.

To apply

Please send your CV and a short cover letter (no more than 500 words) explaining why you are interested in applying and how you fit the criteria of the person specification to julesolsen@bristolrefugeefestival.org by 5pm Wed 26th July 2023. Interviews will take place 1st/2nd August 2023.

We particularly welcome applications from candidates who have lived experience of displacement and migration and or historically marginalised groups who are currently underrepresented in the cultural sector, especially people of colour and other ethnic



minorities, people who identify as LGBTQIA+ and Disabled people. If you are unsure about your suitability for this role or would like to discuss anything further please contact Jules Olsen – julesolsen@bristolrefugeefestival.org

Please let us know if you need any information about this role in a different format or if you have any specific access requirements. Requests will not affect the decision-making process itself.