



Llenyddiaeth
Cymru
Literature
Wales



JOB
VACANCY

Senior Fundraiser

Full-time (37 hours per week), 18-month fixed term contract (negotiable) with possibility to extend.

To start as soon as possible.

Salary: £35,000 pro rata.

Location: We are a collaborative team that works across Wales, with offices in Llanystumdwy and Cardiff. We work in a hybrid fashion with attendance at one of the offices required regularly but a large proportion of this role can be delivered whilst working from home. If attendance at the office might prevent you from applying for any reason, please email us to discuss your situation further.

Closing Date: Tuesday, 20 June, 5.00 pm **Interviews:** week commencing 26 June.



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About the Role

This is an exciting opportunity to take a leading role in the fundraising and partnership development of Literature Wales' programme which aims to create a Wales where literature empowers, improves, and brightens lives.

This role is responsible for delivering the goals of our fundraising strategy, crucial to ensuring Literature Wales has impact in its three priority areas: **Representation and Equality, Health and Well-being, and the Climate Emergency**. The Fundraiser will work closely with the Executive Director to deliver existing fundraising plans, and will work with the creative team to advise and deliver suitable income strategies for new projects developed to fulfil our Strategic Plan for 2022-2025.



The role of Senior Fundraiser

Key areas of delivery:

- Leading on applications to trusts and foundations, raising c. £100k per annum to support our projects including Children's Laureate Wales, Local Laureates and 'Sgwennu'n Well / Writing Well.
- Delivering our new individual giving scheme aimed at HNWIs, stewarding long-term relationships with potential donors through appropriate campaigns and events.
- Ensuring timely and successful reporting is delivered to all donors, with support from colleagues with responsibility for Impact.
- Ensuring delivery of an effective system for fundraising planning and approaches, with support from the Operations Executive.
- Supporting the Executive Director to manage ongoing relationship with Arts Council of Wales, and support with future strategic planning following the results of the ACW Investment Review 2024-27 in September.
- Contribute to discussions with creative team about all new programmes, alongside the Executive Director, supporting development, with income generation or cost recovery in mind.
- Supporting and facilitating fundraising for the wider literature sector, including co-writing funding applications with community partners.
- Contributing to the senior leadership team discussions including strategic development, finance and creative programming.
- Any other tasks, as required.

Reporting to: Executive Director



The role of Senior Fundraiser

Suitability for the role

We're looking for someone who has:

- Extensive experience in fundraising from a diverse range of sources.
- Evidence for raising 6-figure pa within the charity sector.
- A passion for literature and its potential to inspire, improve and brighten lives.
- Strong, sensitive, and positive communication skills, both written and verbal.
- Strong stakeholder relationship skills, such as liaising with donors, external bodies and partner organisations.
- The ability to think creatively, problem solve, be organised and forward plan.
- Experience, and confidence in public speaking and engaging with audiences.



Our Recruitment Policy

At the heart of Literature Wales are its employees and we rely on them to effectively deliver the ambitions and priorities of the [Strategic Plan for 2022-25](#). We care about the health and well-being of our team and recognise the importance of sustaining a healthy, supportive, and inclusive culture, that is also reflective of the true nature of Wales' rich and diverse communities.

Literature Wales aims to be an inclusive organisation committed to welcoming candidates from a wide range of backgrounds. We assess applications on the strength of potential, and we will take positive action by guaranteeing an interview to every applicant who meets the suitability requirements of the role and who notes in their application that they identify as under-represented within the literary sector. Our aim is to develop literature as an art form that is representative and accessible to everyone in Wales. We believe that we can best deliver that aim by creating a diverse workforce with varied lived experiences.

For more information, please see [our Equality, Inclusion, Diversity Plan for 2022-25](#). If you would like to apply for this role but are uncertain whether you have sufficient experience, please contact us for an informal chat.

Our recruitment framework has been developed as part of the [Weston Jerwood Creative Bursaries Programme](#), which supports arts organisations to expand their approach to diverse recruitment and talent development.



Our Recruitment Policy

We are a bilingual organisation where most of the staff speak Welsh, and we all have a positive attitude towards the Welsh language. The ability to speak Welsh is not required for this role, although it would be beneficial. We provide support for colleagues to develop their Welsh language skills in their roles, and the Welsh-speaking team members are always happy to support learners at all levels to enjoy discovering the language. We are keen to hear from applicants who would like to discuss any flexibilities for the role such as job-share/part-time/flexible working and contract duration.

We especially encourage applications from individuals who identify with one or more of the following statements to apply:

- I come from a Black, Asian or Minority ethnic background.
- I am disabled or suffer from long-term illness (mental or physical).
- I come from a low-income background.

Applicants who note in their application that they identify with one or more of these statements and meet the suitability requirements of the role as listed above will be guaranteed an interview for this position. We are passionate about addressing inequalities and under-representation in the arts and will prioritise lived experience above work experience.



How to apply

1. Please **read** the above **job description and suitability** list carefully. Also, please read the **Literature Wales Strategic Plan for 2022-25** [here](#) and take a look around [our website](#).
2. Please **write an application letter*** or **create a video application*** to explain **why** you are interested in the role and how you are suitable for it (e.g., tell us about your experience and what interests you about specific elements of the role). Both formats are acceptable and of equal value.

*Max. 2 pages of A4 or 5-minute video.

3. Send the following to post@literaturewales.org by **Tuesday, 20 June 2023, 5.00 pm**.

- Your application letter or video;
- Your **CV** and the details of two referees** who know you in a professional context. We will only contact referees after an offer of employment has been accepted;
- A completed Literature Wales Equality and Diversity Form (available [here](#)).

** Max 2 pages of A4.

What will happen next?

We will assess the applications and invite successful candidates to a digital interview on **w/c 26 June 2023**. There will be three people on the interview panel representing the Literature Wales team. Although this will be a formal interview, we will ensure that each candidate is comfortable with the interview process. If the interview process causes you any concern, please let us know in advance and we can arrange an informal meeting or chat over telephone or video call with Claire Furlong, Executive Director, before the interview. Please feel free to contact us to discuss the role in advance, or to ask for more information. To speak with Claire directly or to arrange a call back, please e-mail her at claire@literaturewales.org. We will contact all the candidates with the outcome of the interviews by **3 July 2023**.

Literature Wales is a registered charity that works with the support of the Arts Council of Wales and the Welsh Government.