



## **FUNDRAISING AND DEVELOPMENT OFFICER**

### **JOB DESCRIPTION**

#### **ABOUT AZ MAG**

At AZ Magazine, we believe that every BME LGBT+ narrative and experience is important. Our vision is to create spaces where people feel comfortable to express themselves, find support and learn about what's going on in our community. We want to bridge the gap between the LGBT+ community and BME culture and unite those who identify as both BME and LGBT+. We embrace mainstream culture by viewing it from an LGBT+ perspective.

**AZ Magazine is where Y(our) voice is heard.**

#### **ROLE RESPONSIBILITIES**

- Raise funds for AZ Magazine and regularly meet or surpass fundraising targets
- Research potential donors to gain insight into needs, beliefs and donation habits to understand how to position our organisation to them
- Assist in brainstorming and creating new methods to raise funds for our organisation
- Leverage technology and social media where possible to improve fundraising activities
- Have a proven knowledge and success rate of Arts Council England/Big Lottery Grant's applications
- Maintain complete and orderly records of donors and manage regular donor communications
- Build upon existing donor relationships and form new donor relationships on a regular basis
- Collaborate with other organisations and groups within and outside the community to build partnerships and enhance fundraising activities

*This is a guide of what your role will include but it is not limited to the above.*

#### **HOURS**

6 - 8 hours per week

**NOTE:** All members of the AZ Mag team work on a voluntary basis. We are building a strong QTPOC brand that can compete with mainstream media whilst maintaining our core vision. You will be required to sign a non-disclosure agreement as part of this role.