

Hay Festival

Job Description & Person Specification

Donors Relations Manager – Maternity Cover

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| Location: | Hay Festival offices, The Drill Hall, Lion Street, Hay on Wye, HR3 5AD, plus possible remote working. |
| Type of contract: | Maternity Cover – 6 months initially, with possibility of an extension. |
| Hours of work: | Working hours are 8 hours per week. The post holder will be expected to be flexible and there may be a requirement to work such days and hours that might vary from your normal pattern from time to time in accordance with business requirements, such as Festival periods. |
| Salary: | £30k pro rata. |

Overview

Hay Festival (www.hayfestival.org) was founded in Hay-on-Wye in 1987, and has taken place annually every year since.

The festival in Wales brings together over 600 international authors and thinkers in 700+ events over an 11-day period each May/June. International Hay Festivals are held over 4-day weekends, typically with between 50 and 100 events, in countries across the world from Spain to Colombia, with South America being a strong area of growth for the Festival.

Hay Festivals celebrate great writing from poets and scientists, lyricists and comedians, novelists and environmentalists, and the power of great ideas to transform our way of thinking. We believe the exchange of views and meeting of minds that our festivals create inspire revelations personal, political and educational.

Summary

The Donors Relations Manager (Maternity Cover) will be responsible for managing Hay Festival's Patrons and Benefactors membership schemes and researching new corporate membership and legacy opportunities.

Main Duties

- Manage Hay Festival's Patrons and Benefactors schemes, ensuring that all members are kept up to date with latest news, events and renewal deadlines.
- Cultivate potential new Patrons and Benefactors.
- Continue to develop and research potential new Corporate Membership and Legacy schemes.
- Attend funding and sponsorship conferences and events as appropriate.
- Maintain accurate records and update the festival's bespoke software/system for correspondence and invoicing.
- Assist with final reports for grants and other writing needs.
- Manage own workload and maintain an online diary, using the festivals agreed systems.

Other responsibilities

- Responding to general enquiries by email or telephone.
- Organising own work schedule.
- Creating and maintaining professional relationships with sponsors, partners and funders and ensuring that enquiries are dealt with promptly, accurately and willingly.
- Creating and maintaining professional relationships with other members of staff
- Operating safely in the workplace, observing all Health and Safety regulations.
- Observing organisational practices and defined policies, including equal opportunities, administrative procedures, internal communications, staff training and development.
- Undertake other duties as requested by the Director.

PERSON SPECIFICATION - Essential and Desirable Qualities

| Essential | Desirable |
|---|---|
| Experience in managing Patrons and Benefactors or a similar membership scheme. | Experience of arts funding and reporting. |
| Highly organised and motivated. Excellent written communication and administrative skills with a strong attention to detail. | Experience of sponsorship and the arts. |
| Knowledge of corporate membership and legacy schemes. | |
| Discretion and a proven ability to handle confidential and sensitive information. | |
| Understanding of philanthropy as it relates to a not-for-profit arts organization. | |
| The ability to be independent and self-motivated - taking initiative and ownership - as well as participate in a team with sensitivity and flexibility. | |
| The ability to manage multiple priorities and meet project timelines and a flexible approach to developing and delivering the post. | |
| Full Driving License. | |