

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Communities, Environment & Central **POSTHOLDER**

SECTION Culture & Events **GRADE PO5**

POST DESIGNATION (TITLE) Fundraising Manager- Culture

Purpose of Job:

To be responsible to Head of Culture for:

- i) Leading the development and delivery of a comprehensive fundraising programme to support the Royal Borough of Greenwich's Culture Strategy, securing investment for major new revenue initiatives, cultural programmes, and capital projects.
- ii) The postholder will work closely with internal teams and external partners including cultural organisations, community groups, education providers, and creative industries to develop compelling bids to government departments, arm's length bodies (e.g., Arts Council England, National Lottery Heritage Fund), trusts and foundations, and other strategic funders.
- iii) This role is central to strengthening the borough's cultural infrastructure, expanding cultural participation, and enabling long term investment in creative and community led activity.

Manages up to 3 directly managed staff.

Manages up to 10 indirectly managed consultancy/contracting staff.

Main Duties:

- 1) Lead the creation and implementation of a Culture Fundraising Plan aligned with the borough's Culture Strategy and wider corporate priorities.
- 2) Identify and pursue funding opportunities across government, arm's length bodies (e.g., Arts Council England, National Lottery Heritage Fund), trusts and foundations, and other strategic funders.
- 3) Develop high quality, evidence-based funding bids for both revenue programmes and capital investment, including cultural infrastructure, creative workspace, heritage assets, and public realm cultural projects.
- 4) Build strong cases for investment using data, community insight, evaluation evidence, and strategic alignment.
- 5) Work with local, regional, and national partners to develop collaborative funding proposals, including consortia bids.

- 6) Support cultural organisations, grassroots groups, and creative enterprises in Greenwich to access funding through joint bids, capacity building, and shared initiatives.
- 7) Represent the council in strategic cultural networks and funding conversations.
- 8) Provide fundraising leadership across major cultural programmes, including festivals, placemaking initiatives, creative industries development, and cultural infrastructure projects.
- 9) Support project teams to develop budgets, delivery plans, monitoring frameworks, and evaluation approaches required for funder compliance.
- 10) Ensure all bids reflect best practice in equality, diversity, environmental sustainability, and community engagement.
- 11) Maintain oversight of all cultural funding pipelines, deadlines, and reporting requirements.
- 12) Produce regular updates for senior leadership, Cabinet Members, and external partners.
- 13) Ensure compliance with funder conditions, procurement rules, and local authority governance processes.
- 14) Build and maintain strong relationships with key funders, including Arts Council England, NLHF, GLA, DCMS, and major trusts and foundations.
- 15) Develop stewardship plans to nurture long term funder relationships and maximise repeat investment.
- 16) Work closely with colleagues in Culture, Regeneration, Planning, Economic Development, Heritage, and Finance to ensure bids are strategically aligned and deliverable.
- 17) Contribute to cross council initiatives where cultural investment plays a role (e.g., town centre regeneration, health & wellbeing, youth engagement).
- 18) To undertake any other work appropriate to the level and general nature of the post's duties.
- 19) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 20) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 21) To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 22) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency." (For managers and supervisors).
- 23) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures. (Appropriate for PO4 and above jobs only)
- 24) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.) (May be suitable at various grades, but mandatory for jobs PO4 and above)
- 25) To undertake supervision/management of staff as and when required. (May be suitable at various grades, but mandatory for jobs at PO3 and above)
- 26) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the

Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

- *This post does not require a DBS*

Designation of the Post to which the Post-Holder normally reports to: Head of Culture

Person Specification

Job Title	Fundraising Manager- Culture
Grade	TBC (Expected PO5)
Service/Section	Culture & Events
Directorate	Communities, Environment & Central

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Proven track record of securing significant investment for cultural, creative, heritage or community programmes, with successful bids to government, arm's length bodies (e.g. ACE, NLHF) and trusts/foundations.	E
Strong understanding of the UK cultural funding landscape and local authority governance, including procurement, reporting requirements and funder compliance.	E
Understanding of cultural placemaking, creative industries development or cultural infrastructure planning, including experience supporting strategic cultural initiatives.	D
Knowledge of London specific cultural policy and funding, such as GLA programmes, Creative Enterprise Zones or London Borough of Culture.	D
Knowledge of evaluation frameworks, Theory of Change or impact measurement tools used in cultural funding environments.	D
Skills and Abilities	
Ability to translate strategic priorities into fundable propositions, using data, evaluation evidence, community insight and policy alignment to build strong cases for investment.	E
Exceptional written communication skills, able to craft compelling, evidence based fundraising cases with strong narrative, strategic alignment and financial rigor.	E
High level project and financial management skills, including budget development, forecasting, monitoring frameworks and management of complex bid pipelines.	E
	D

Ability to support capacity building for smaller organisations, grassroots groups or creative enterprises seeking to improve their fundraising capability.	
Experience	
Demonstrable partnership building capability, working confidently with cultural organisations, community groups, funders, education partners and cross council teams.	E
Experience working within a local authority or public sector setting, including navigation of governance, reporting cycles and investment decision routes.	E
Experience securing capital funding for cultural or heritage infrastructure, creative workspace or public realm cultural projects.	D
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E