

YAF YOUNG ARTS FUNDRAISERS

We are looking for one-two **Communications Team** members to join the YAF Board, starting in early Spring 2023.



Who are Young Arts Fundraisers?

YAF is a professional network seeking to connect, engage and mentor early-career arts fundraisers. We hold bi-monthly events, including panel discussions with sector leaders, skills workshops, networking opportunities and speed mentoring. We run an annual free mentoring scheme, Evolve, in partnership with CloF's RAISE: Arts, Culture and Heritage programme, to match early career fundraisers with senior development professionals from a wide range of cultural organisations across England.

Who runs Young Arts Fundraisers?

We are a friendly team comprising 14 volunteers who are passionate about the future of arts and the cultural landscape. As a peer-led organisation, we value everyone's contribution. Collaboration, respect, and mutual support are essential for the success of what we do and our extraordinary community of fundraisers.

The YAF team is composed of:

- 4 directors, who are a group of management-level fundraisers who set the organisation's strategy and goals;
- 10 board members, who are early-career fundraisers and who assist the directors in realising the aims of the organisation;
- 2-4 advisory board members, comprised of previous directors

Communications Board Member

YAF's Communications Team underpin all of the organisation's outputs by managing our communication channels and brand identity. They are instrumental in providing a voice for our Board, our members and our industry peers.

This position offers an exciting opportunity to work as part of a creative and proactive team, with the autonomy to devise innovative content plans and company-wide messaging. It's a great opportunity to develop a combined fundraising, marketing and digital skill-set, offering tangible and versatile professional experience.

Key responsibilities will include:

Communications-specific roles

- Work with the full board to map out content plans that promote all aspects of YAF's activity, including but not limited to:
 - Events and conference, in collaboration with the Events & Ops team
 - Mentoring, in collaboration with the Professional Development team
 - National Development and RAISE programme, in partnership with the National Development team in all regions
- Manage and produce content across YAF's communications platforms and channels, including; website, newsletters and social media – Mailchimp, WordPress, Twitter, Instagram and LinkedIn
- Collaborate with YAF's Comms Director and current x2 Board Members to devise creative content strands that helps animate YAF's core vision and objectives and showcase industry-wide insights in compelling ways

Board-wide roles

- To contribute to the Network Growth database, introducing contacts who could be future event hosts/speakers, partner organisations, ambassadors or members.
- Being an ambassador for YAF amongst your professional network and promote and attend events, where possible
- Attend bi-monthly Communications team meetings and Board Meetings every 6-weeks.

Benefits of joining the YAF team:

- Fantastic opportunity to develop new skills and experience outside of your work and boost your CV
- Chance to work with a friendly team and like-minded people that are passionate about transforming the landscape of voluntary professional development in arts fundraising
- Develop your network with leaders in arts fundraising and in the cultural sector
- Attend all YAF's events and networking opportunities

How to apply:

Please submit:

1. A CV (no more than 2 pages A4) detailing your career so far, in your chosen format
2. A covering letter (1 page maximum) **or** short video (5 minutes maximum) **or** a voice recording (5 minutes maximum) that tells us for which post you are applying, how you meet the criteria required and why you want to be a part of YAF
3. If you feel comfortable, we would be grateful if you were able to share any protected characteristics about yourself that you think we should know by filling in this **Diversity Monitoring Form** [here](#), and send it back to us with your application. We will be using this information to guarantee interviews to those who are underrepresented in fundraising.

Please email all of these documents to directors@youngartsfundraisers.org

We are looking to diversify our board and encourage applicants who identify as:

- Global majority and/or migrant
- D/deaf and/or disabled
- Neurodiverse
- LGBTQ+
- Or anyone who feels that they are in any other way under-represented within the fundraising landscape.

The deadline for applications is: Midnight Sunday 5th February 2023. Interviews will be held digitally in early February. We will confirm receipt of your submission within 72 hours. If you do not receive this, please reach out again to ensure we have correctly received this.

At this stage, there will be a 30 mins interview. Questions, format, as well as details of the interviewers, will all be shared in advance.

Recruitment process:

YAF has a commitment to being accessible and inclusive. In order to aid this, our recruitment process will ensure:

- A guaranteed interview to those who meet the minimum criteria (answering yes to one of the above questions) and identify as having a disability and/or are neurodiverse; and/or identifying Global Majority; and/or as LGBTQIA+;
- A chance to meet some of the team at interview stage to give insight into the YAF's culture, as well as a chance to ask questions outside the interview. Please contact us on directors@youngartsfundraisers.org to arrange this
- Questions will be shared ahead of the interview to give a chance to everyone to prepare for the discussion

Accessibility

YAF are fully committed to being an inclusive and accessible organisation. Please do let us know if you need any reasonable adjustments for the interview or would like to take this time to outline adjustments you would need to be able to participate on our board.

If you have any questions about the role that is not answered in this briefing, please reach out to the current Directors on directors@youngartsfundraisers.org.

FAQs

Q How much time will I need to commit?

This varies. It can be less in times with low activity, and more when leading events or mentee applications for example. For Board members we estimate 2 hours per week being spent on average, inclusive of meetings.

The whole YAF Board meets online once every 4-6 weeks, for a maximum of 45 minutes after standard work-hours (typically 6.15-7pm). There are occasional in-person meet-ups scheduled, through annual Board Away Days and bi-annual networking drinks. Travel expenses are facilitated for Board Members living outside of London.

The Board comprises four teams, so each YAF team has regular informal meetings, in addition to the Board Meeting. Each team decides when they will meet - we aim to make our catch ups as easy as possible to fit around everyone's other commitments.

Q What type of organisation is YAF and how is it funded?

YAF is a community interest company, run entirely by the Board of volunteers. We are currently funded by public donations and RAISE: Culture & Heritage, which is part of the Chartered Institute of Fundraising. This covers our fundamental operational costs.

Q Is being a Board Member for YAF the equivalent of being a Trustee?

In practice, yes. Board members, especially Directors, are trusted solely with the responsibility of the administration and management of the organisation and its members. It differs from an official Trusteeship in the lack of legal ownership, since YAF is a community-interest company with no major assets with which to govern. It should be seen as a similar experience to being a Trustee and one, crucially, that is readily available to a person earlier in their career.

Q What do you class as “young”?

YAF is aimed at fundraisers in their first five years of fundraising, regardless of age, though we would welcome volunteer applications from anyone at any stage of their career.

Q Do I have to be employed as a fundraiser?

An understanding of the charity sector is desirable but it's not essential to be currently employed as a fundraiser. We welcome those who have fundraised in any capacity, including as an individual, or those who are looking to move into fundraising. We believe that skills in marketing, communications, events, project management, administration, programme development and other areas are also useful for volunteering with YAF.

Q Do I need to be employed in the arts?

An interest in the arts and a desire to contribute to the sustainability and success of the arts sector is essential but you do not need to be directly employed within an arts organisation, or be a practising creative.