**DEVELOPMENT OFFICER**

Responsible to: Development Manager

Place of work: Coliseum Theatre and other venues as required

Pension: You will be auto-enrolled into a workplace pension scheme operated by NOW Pensions at the statutory level (these contributions are postponed during the probationary period but there is an option for you to “opt in” at this stage if you chose to do so). Alternatively on completion of your probationary period you will be entitled to become a member of the contributory group stakeholder pension scheme. Full details regarding both schemes are available from the Finance Department.

Holidays: 20 days (pro rata) per year rising to 22 (pro rata) after three years’ service and 25 (pro rata) after five years of service plus public holidays.

Benefits: Pension, discounted healthcare, childcare vouchers, travel loans, discounted gym membership, complimentary tickets, plus more.

Salary: £20,412

Hours of work: 156 hours to be worked flexibly, usually distributed across a four week period, this equates to an average of 39 hours per week.

Due to the nature of the post some evening and weekend work will be required. To compensate for this the Coliseum operates flexible working and time off in lieu.

Notice Period: The post will have a three month probationary period. After the probationary period the post is subject to one months’ notice on either side.

Contract Fixed term contract until 31st March 2020

**DEVELOPMENT OFFICER**

**Job Description**

**Core purpose**

To actively support the delivery of the vision, mission, goals and values set out in the Coliseum Business plan.

To support the identifying and securing of income from philanthropists and sponsors, both for the Coliseum’s revenue streams and for the New Coliseum Theatre capital project as detailed in the Fundraising Strategy.

To maintain a high standard of communication and manage relationships with existing and prospective supporters through a range of campaigns.

**Main Duties and Responsibilities**

**Capital Project**

* To assist in the strategic, cohesive, co-ordination of relationships between the Capital Development and Revenue Streams across all philanthropic and commercial activity
* Facilitate the activities of the fundraising campaign team
* Support in identifying and cultivating prospects their specific interests and appropriate level of giving
* Create and maintain a donors and prospects database
* Support fundraising events and communications with philanthropists
* Represent the Coliseum within the context of the capital campaign
* Support the achievement of an annually agreed target from Individuals and Corporate Givers
* Provide support and facilitate the Campaign Committee
* Manage the public giving campaign

**Individual Giving**

* Manage regular individual giving and donations received through the sponsorship of seats and point of sale donations
* Manage strategies to increase individual philanthropic giving
* Ensure the development of strong relationships with existing supporters and identify opportunities for increasing their engagement
* Manage the Friends’ scheme, maximising the potential to encourage new lower level individual philanthropy
* Promote, develop and support regular giving scheme to meet sales targets

**Trusts and Foundations**

* Manage work to identify and maximise revenue streams from trusts, foundations and statutory sources
* Work with other departments to develop innovative and unique funding proposals
* Maintain an overview of criteria and patterns of existing and potential funders to identify best prospects
* Ensure that grant making relationships are maintained with appropriate acknowledgement, timely reporting, visits and discussions
* Complete an annual schedule of approaches and applications

**Fundraising**

* Keep up to date with emerging developments in the arts sector and charitable giving
* Keep abreast of the artistic programme suggesting related fundraising opportunities
* Support organisation wide strategies and projects, maximising funding and partnership opportunities
* Manage and support a range of cultivation and fundraising events each year
* Ensure effective communication with box office regarding ticket allocations and undertake briefings for all relevant staff and volunteers
* Attend press nights and networking events representing the theatre and building awareness of the Coliseum’s work.

**General**

* Advocate and represent the Coliseum both internally and externally contributing to the overall profile and reputation of the Coliseum;
* Undertake any training which may be appropriate;
* Adhere to all Company policies;
* Maintain the confidentiality of all affairs of the Company that should properly remain confidential;
* Develop the theatre as a resource for its communities and participate in delivering aspects of the Learning & Engagement programme;
* Undertake any other relevant duties as may be requested by the Development Manager