**FUNDRAISING 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 plus public holidays.

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

Salary: £20,412

Hours of work: An average of 39 hours per week to be worked flexibly.

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

**FUNDRAISING 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 assist with the securing of income to support the Coliseum’s current business operations and the New Coliseum Theatre capital project.

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 co-ordination of fundraising activity;
* Provide support and facilitate the Fundraising Campaign Team;
* Create and manage a donors database to include both prospective and existing donors;
* Support fundraising events and correspondence with donors;
* Assist in the co-ordination of the public giving campaign;

**Individual Giving**

* Manage sponsorship of seats and point of sale donations;
* Maintain strong relationships with existing supporters and identify opportunities for increasing their engagement;
* Manage the Coliseum Friends’ scheme and maximise the potential for lower level individual giving;

**Trusts and Foundations**

* Work with a Bid Writer to identify potential income streams from trusts and foundations; co-ordinate applications, acknowledgements, reports and communications;
* Work with other Coliseum departments to develop innovative and unique funding proposals;
* Develop an overview of existing and potential funders patterns and interests;

**Fundraising**

* Develop an overview of the artistic programme and suggest related fundraising opportunities
* Support the co-ordination of a range of fundraising events; manage allocation of tickets and ensure relevant staff and volunteers are fully briefed

**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

**Person Specification**

**Essential**

* Knowledge of fundraising and working to agreed financial targets
* Strong administrative and time management skills
* Excellent writing skills with an accurate use of grammar and punctuation
* Ability to work efficiently to deadlines and budgets
* Excellent I.T. skills with a working knowledge of Microsoft Office and Excel
* Ability to deal tactfully with sensitive information and work with a wide range of people
* Excellent communicator, with a positive and persuasive approach
* Ability to work both on own initiative and collaboratively
* Ability to handle multiple priorities
* Willing to work flexible hours including weekends and evenings

**Desirable**

* Experience of working in an arts environment
* Experience of fundraising from Trusts and Foundations
* Excellent bid writing skills
* Experience of devising and implementing public fundraising campaigns
* Experience of building and maintaining relationships with corporate partners
* Full clean driving licence