

Yvonne Arnaud Theatre

Date: June 2021

JOB DESCRIPTION:
Individual Giving Manager

JOB TITLE	Individual Giving Manager
CONTRACT STATUS	Permanent, full-time
SALARY	£30k
HOURS	<p>The usual working day is 9.30am to 5.30pm</p> <p>This is a head of department level position and candidates are expected to undertake some evening and weekend work as required.</p>
RESPONSIBLE TO	Head of Fundraising
RESPONSIBLE FOR	
OTHER KEY RELATIONSHIPS	<p>Internal:</p> <ul style="list-style-type: none"> Head of Fundraising Director of Finance and Finance team Director of Marketing & Customer Experience and Marketing team Fundraising Administrator Box Office and Front of House Manager Catering Manager <p>External:</p> <ul style="list-style-type: none"> Donors Vanbrugh Members, higher levels Corporate sponsors and members Trusts and Foundations

JOB PURPOSE

The Individual Giving Manager is a new position and represents the theatre's ambition to increase our revenue fundraising and development capabilities, in particular nurturing relationships with prospective donors and existing supporters. The role has responsibility for mid-level giving managing

and developing established funding streams on the theatre's individual donor schemes and Trust and Foundation grant funding up to £10k. They will lead on the planning and delivery of donor events and help to ensure a culture of continuous cultivation and engagement. The Individual Giving Manager will work closely with the Head of Fundraising to enable the charity's artistic, community and organisational aspirations.

POST HOLDER

You will be a focused and motivated fundraiser with experience in individual giving, management of donor giving schemes and donor cultivation, comfortable in making an ask and writing smaller grant applications

DUTIES & RESPONSIBILITIES

- Recruitment, stewardship and cultivation of individual donors up to £10k to raise funds for the theatre's revenue and capital projects through individual gifts and charitable donations
- Responsible for the Vanbrugh Scheme, the theatre's tiered supporter scheme working to increase the number and value of Vanbrugh supporters annually, ensuring regular communications with donors and Vanbrugh members to enable them to recognise the importance of their support.
- Write applications and evaluation reports to Trusts and Foundations for grants up to £10k in support of the theatre's activity
- Stewardship and cultivation of the Guardian Angels, the theatre's regular giving scheme for lower-level donors working to increase the number of Guardian Angels annually and increasing their base level donations.
- Work with the Head of Fundraising to support and deliver the strategic fundraising plans of the theatre which include significant capital fundraising.
- Lead on the planning and delivery of a programme of donor events and help to ensure a culture of continuous cultivation and engagement.
- Maintain excellent donor record keeping, utilising the theatre's SRO database and working closely with the Box Office and Administration Assistants and Finance team to ensure all reporting requirements and procedures are met.
- Work with colleagues in Box Office, Marketing, Catering and Front of House to encourage and support a culture of fundraising within the Theatre.
- Preparation of monitoring, reporting and evaluation reports on Individual Giving for the Head of Fundraising as required.

Other

- Demonstrate an understanding of the Theatre's values, ethos and mission and to promote these through everyday practice in the role.
- Comply with all legislative, regulatory and policy requirements as appropriate.
- Comply with the Theatre's Financial Regulations and financial management procedures.
- Observe the policies, procedures and practices of Health & Safety in all aspects of the role.
- Demonstrate the value and importance of equality and diversity in every aspect of the Theatre's work and show commitment through everyday practice in the role.

- Work in accordance with and promote the Theatre’s environmental sustainability policy and practices.
- Work continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate.
- Participate in Theatre events including when these are held in the evenings, at weekends or otherwise outside of normal working hours.
- Undertake such other duties as may reasonably be required from time to time

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	<p>Ability to look for opportunities, build relationships and move supporters from lower to higher levels.</p> <p>A motivated self-starter able to meet project deadlines and achieve targets.</p> <p>Persuasive communicator in person and in writing with accuracy and attention to detail.</p> <p>Ability to represent the Yvonne Arnaud and its case for support with confidence and credibility.</p> <p>Sound financial management and budgeting skills.</p>	
KNOWLEDGE	<p>Knowledge of fundraising best practice relating to the theatre’s donor and supporter activities including stewardship cultivation and donor engagement.</p> <p>Awareness of fundraising regulation and GDPR.</p> <p>Good knowledge of Gift Aid legislation.</p>	

	An understanding of the arts and culture sector and its need for philanthropic support.	
QUALIFICATIONS	Educated to Degree or equivalent experience.	Member of the Institute of Fundraising.
EXPERIENCE	At least two years' experience in a fundraising role with demonstrable income generation. Experience of using a customer relationship management database. Experience of donor cultivation and stewardship. Experience of event coordination and management.	Fundraising in an arts setting. Experience of corporate development. Previous experience of Trust and Foundation grant funding applications.
PERSONAL QUALITIES	Warm and astute personality, able to nurture relationships with internal and external stakeholders. Team player able to work productively with others.	

How to apply

If you would like to have an informal discussion, please call Christina on tel. 020 3006 2787 or email: info@ashbyjenkinsrecruitment.co.uk.

Application is by completing the Job Application Form, optional CV, covering letter and Equal Opportunities Monitoring Form.

Please email your application to: info@ashbyjenkinsrecruitment.co.uk.

The closing date for applications is Wednesday, 21st July 2021.

Data Protection – If you apply for a job or work experience at the Yvonne Arnaud Theatre, we will need to collect certain personal data and special category data as part of your application. By providing information within your CV and covering letter, you are consenting to its use for the purpose of processing your application and assessing your suitability to the position applied for. If your application is unsuccessful, our policy is to delete/destroy the application six months after the

closing date. If we feel that your details would be useful to keep for a longer period, should an appropriate position arise in the future, we will seek your permission to maintain these records for longer than six months.

Notification – Whilst it is normally our policy to notify applicants as to the outcome of their application as soon as possible after the closing date, it is not always possible to do so. If you have not heard from us within four weeks of the closing date, please assume that your application has not been successful.