

Yvonne Arnaud Theatre

Date June 2021

**JOB DESCRIPTION:**

**Head of Fundraising**

<b>JOB TITLE</b>	Head of Fundraising
<b>CONTRACT STATUS</b>	Permanent, full-time
<b>SALARY</b>	£40-45K
<b>HOURS</b>	<p>The usual working day is 9.30am -5.30pm. Monday to Friday.</p> <p>This is a Senior Management position and candidates are expected to undertake some evening and weekend work as required.</p>
<b>RESPONSIBLE TO</b>	Director and Chief Executive
<b>RESPONSIBLE FOR</b>	Individual Giving Manager
<b>OTHER KEY WORKING RELATIONSHIPS</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>Director of Finance</li> <li>Director of Marketing and Customer Experience</li> <li>Individual Board of Trustees</li> <li>Development Committee</li> <li>Head of Creative Learning</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>Key Trusts and Foundations</li> <li>High Net Individuals</li> <li>Theatre's supporters and potential donors</li> <li>Audience Members</li> <li>Corporate partners and supporters</li> </ul>

**JOB PURPOSE**

To deliver a fundraising strategy that is aligned with the mission and strategic aims of the Yvonne Arnaud Theatre. You will employ the best contemporary practise to ensure a holistic and joined up approach to fundraising opportunities enabling the theatre to meet its targets from philanthropic

giving. You will be responsible for both revenue and capital targets but will lead on major fundraising for the theatre's refurbishment and capital plans, focusing on larger Trusts, Foundations, Major Donors and corporate supporters, including a prospective bid to Your Fund Surrey. You will direct the Individual Giving Manager supporting them to meet their targets from individual giving.

### **POST HOLDER**

You will be a self-starter and an experienced fundraiser who takes a strategic approach to raising funds. You will have a good knowledge of Major Trusts and Foundations and Major Donor fundraising. Comfortable working with a motivated and engaged Development Committee, flexible and positive.

### **DUTIES AND RESPONSIBILITIES**

- Develop and implement a fundraising strategy for the theatre to achieve annual targets in capital and revenue gifts. Working with the Theatre Director and the Fundraising Committee to deliver the fundraising ambitions of the theatre.
- Develop and implement the case for support for the capital refurbishment programme.
- Lead on the creation of high-level Trust and Foundation approaches and capital proposals and applications, overseeing, writing, designing and clear, compelling and accurate fundraising proposals, reports and other donor documentation.
- Identify, cultivate, engage and steward major donor prospects, corporate partners and current supporters through bespoke proposals, events and other appropriate fundraising activities in order to generate income to achieve targets.
- Implement a legacy strategy.
- Recruit and steward the theatre's corporate sponsors to contribute to the theatre's overall corporate fundraising targets.
- Ensure the provision of excellent donor care to ensure long term commitment and a positive and rewarding relationship with the theatre.
- Work with the Individual Giving Manager to ensure a seamless pathway for donor cultivation, engagement and stewardship across all of the theatre's activities. Ensuring donor cultivation is proactive, joined up and coherent.
- Determine best practice approach for communicating with donors and ascertain the deadlines needed to ensure an excellent supporter experience.
- Maintain a good knowledge of developments in the charitable sector, business sector, the county and region.
- Utilise existing partnerships (and form new partnerships) to strengthen outgoing bids and proposals.

- Conceive and oversee a cultivation and events programme delivered by the department.
- Work with colleagues to support a culture of fundraising within the Theatre.
- Oversee the monitoring, reporting and evaluation requirements for donors and grant funders. Ensure that grants and gifts are appropriately acknowledged and credited
- Prepare information for internal reports, including Board reports as required.
- Undertake budget preparation and maintain accurate financial records.
- Attend Board Meetings 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
<b>SKILLS / ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to build strong professional relationships with both internal and external stakeholders.</li> <li>• Ability to represent the theatre as a confident and credible ambassador.</li> <li>• Excellent written skills, with an eye for detail, able to prepare reports, applications and proposals for submission.</li> <li>• Excellent financial management skills including developing project budgets and record keeping.</li> <li>• Have a proven ability to solicit significant grants, managing the process from research, to meeting, submission and reporting.</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Substantial knowledge of UK Trusts and Foundations.</li> <li>• Thorough understanding of major donor engagement and stewardship.</li> <li>• Good knowledge of Gift Aid legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• An existing network of individuals who either work in or are Trustees of Trusts and Foundations.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent professional experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Member of the Institute of Fundraisers.</li> </ul>

<p><b>EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Considerable experience of working with Trusts and Foundations at a senior level in a comparable post.</li> <li>• Experience of creating and managing donor events.</li> <li>• Experience of using a customer relationship management database.</li> <li>• Proven experience of creating and implementing fundraising strategies.</li> <li>• Experience of managing and developing small staff teams.</li> </ul>	
<p><b>PERSONAL QUALITIES</b></p>	<ul style="list-style-type: none"> <li>• A strategic thinker, able to motivate and lead a team.</li> <li>• A team player able to work effectively to maximise the strengths of the team.</li> <li>• Target focussed with effective prioritisation and planning skills.</li> <li>• Ability to work to and support a culture of continuous improvement.</li> </ul>	

**How to apply**

If you would like to have an informal discussion, please call Lucy on tel. 020 3006 2787 or email: [info@ashbyjenkinsrecruitment.co.uk](mailto: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](mailto:info@ashbyjenkinsrecruitment.co.uk). The closing date for applications is 1<sup>st</sup> August 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.