

PACE THEATRE COMPANY

Fundraising Manager Job Description

Responsible To

Chief Executive

Salary

£14,700 per annum
(£24,500 FTE)

Hours of Work

22.5 per week (0.6FTE)

Holidays

5.6 weeks per annum
(including bank holidays)

Contract

The contract is for a part-time post initially for 36 months with the possibility of extension subject to funding.

Purpose of the Post

Working closely with the Chief Executive, the Fundraising Manager is responsible for creating and implementing an effective and innovative fundraising plan to help PACE achieve several key aims:

- Support the creation of a new theatre space dedicated to promoting and developing theatre for children, young people and families in Renfrewshire
- Pursue funding for projects and sustainable infrastructure which will assist PACE to achieve its mission of allowing as many young people as possible to benefit socially, educationally and culturally from a varied programme of high-quality performing arts experiences
- Increase participation from young people in areas of deprivation, young people with additional support needs, and those from underrepresented groups.
- Expand the quality of our creative activities and expand its impact nationally

The role will involve making relevant funding applications to public and private sources, develop corporate partnerships and coordinate campaigns, fundraising events and appeals. Cultivate and maintain a range of positive and dynamic relationships with funders, major donors, sponsors and supporters to secure different kinds of financial support for the organisation.

Responsibilities

- Write compelling funding applications and facilitate the creation of reports for funders, sponsors and key stakeholders
- Work with the Chief Executive and Artistic Director to identify new, individual prospects and devise effective approaches which maximise income
- Liaise inter departmentally to identify upcoming projects which are suitable for fundraised support, and collate information for funding applications and reports as required
- Relationship management and retention of existing trusts, corporate and individual donors
- Ensure commitments required under funding agreements are communicated to relevant staff and adhered to and that any reporting back to funding bodies is fulfilled as and when required
- Oversee donor crediting and thank donors for their support as agreed

- Attend relevant industry networking events and be a regular presence at pertinent PACE events
- Staying up-to-date on latest best practice across the industry and help identify funding opportunities
- Cultivate new relationships with donors through promoting and exposing PACE's work and creating relevant and enticing opportunities for engagement
- Maintain clear and up to date prospects and funders database

General Duties

The following responsibilities are shared by all staff members of PACE:

- To work for the benefit of the whole organisation
- To comply with all PACE policies including Equal Opportunities, Health & safety and other policies
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up to date with the activities of the organisation
- To carry out administrative tasks that arise from the job
- Undertake additional duties as may reasonably be required

Person Specification

Knowledge, Experience, Skills and Qualifications

- Educated to degree level, or equivalent professional experience
- Up to date knowledge of funding sources and donor schemes, especially relating to the arts
- Experience of successfully managing funding campaigns, working with funders and preparing funding applications, including trusts and foundations
- Excellent written and oral communication and presentation skills
- Proficiency in Microsoft Office

Personal Qualities

- Excellent communication, interpersonal & presentation skills.
- Ability to prioritise and work under pressure.
- Passionate about young people and the benefits of their involvement in the arts
- Happy and able to work occasional evenings and weekends

Other

- PVG checked
- Right to work in the UK
- Current clean driving licence