

JOB DESCRIPTION

FUNDRAISER



Overview

This role is devoted to fundraising to ensure the company's future sustainability and success. This role will work alongside the Artistic Director to lead on strategic planning, marketing and developing links with funders, commissioners and partners.

Fundraising and Income generation

- To work alongside the Artistic Director, Project Manager and Administrator to develop a fundraising strategy and to raise income for CR from funding bodies, voluntary and statutory bodies and from the private sector.
- Identify grants and trusts and commissioning opportunities then research, prepare and write funding applications.
- To submit applications and act as the main point of contact for the funding body.
- Keeping informed of new developments in the area of arts funding, seeking out new commissions and new sources of funding for the company and gathering information from the appropriate bodies.
- Establish and develop a database of funders (corporate, trusts and individuals) and to keep this up to date regularly.

Company Strategic Development

- Work with the Artistic Director to establish strategic goals for the company; develop an artistic programme and raise the company's public profile through all appropriate channels including schools, youth organisations, press and online resources.
- Work alongside the Artistic Director to maintain a strategic overview of all CR activity and ensure the company is sustainable.
- Manage and contribute to the company's Artistic Programme, Annual Report and other relevant reports as necessary.

As a small company this list of responsibilities is not exhaustive and the person in this post may be asked to perform other tasks as may be appropriate to the post as required by the Artistic Director/Trustees.

Essential requirements:

- Excellent communication skills, both written and oral.
- Experience of working in theatre or the arts.
- Fundraising experience and a track record of previous successes.
- Knowledge of arts funding.
- Knowledge of the education system, including awareness of the National Curriculum.
- Knowledge of the voluntary sector.
- Knowledge of Safeguarding.
- Experience of writing, editing and proof-reading effective, high-quality copy.
- Excellent attention to detail, and a thorough approach.
- Good working knowledge of Microsoft Office package including Outlook, Word, Excel.
- Ability to work flexibly and successfully and with good humour within a small team.

Hours

10 hours per week. 8 hours of these to be office based and 2 working from home.

Pay

This is a freelance post. Pro rata salary of between £29,000 - £34,000 depending on experience.