

JOB DESCRIPTION

JOB TITLE	Development Officer
CONTRACT STATUS	Permanent, Full Time
SALARY	£26,000
HOURS	Hours are to be worked between 9.30am & 5.30pm Monday to Friday. Working hours flexible for the right candidate.
LOCATION	Yvonne Arnaud Theatre, GU1 3UX
RESPONSIBLE TO	Director of Development
OTHER KEY WORKING RELATIONSHIP	<p>Internal:</p> <ul style="list-style-type: none"> Development Associate - Events and Major Donors Finance Department Marketing & Customer Experience Department Box Office Front of House Catering Creative Learning <p>External:</p> <ul style="list-style-type: none"> Donors (Vanbrugh Supporters and Guardian Angels) Corporate sponsors and members Trusts and Foundations

JOB PURPOSE.

This interesting role will support the theatre's ambition to increase our revenue fundraising and development capabilities. In particular the post holder will be responsible for researching, cultivating, preparing applications for and stewarding Charitable Trusts and Foundations to raise funds for our Community and Outreach work and Play Your Part capital campaign. The focus will be on grants of up to £5,000. The post will also offer administrative support to the department focused on mid-level giving (Vanbrugh Supporters and Guardian Angels).

The post holder will be responsible for the accurate recording of income related to Trusts and Foundations, working closely with the Head of Creative Learning and Director of Development (DoD) to identify fundable propositions within the theatre. You will assist in the planning and delivery of donor events for Vanbrugh Supporters, Guardian Angels and current and potential Major Donors, helping to ensure a culture of continuous cultivation and engagement. You will work closely with the DoD to enable the charity's artistic, community and organisational aspirations.

This post is full time, though for the right candidate, a pro-rata 4-day equivalent will be considered.

POST HOLDER

You will be a strong writer and an organised, enthusiastic and hard-working individual. Ready to learn and very comfortable talking to a range of people, representing yourself as informed, intelligent, calm and knowledgeable member of the Yvonne Arnaud Theatre team. Never afraid to ask questions but equally enthusiastic about looking for your own solutions. We are a happy and driven team and hope to find someone who compliments these characteristics to join us in the Development Department.

DUTIES & RESPONSIBILITIES

Database and record keeping

- Assisting in the maintaining of donor records on the CRM.
- Recording and reporting on donor activity as directed.
- Responsible for maintaining financial data, and production of written and verbal reports as directed.

Office administration

- First point of contact for external enquiries.
- Internal liaison with the Marketing Office and Finance Office.
- Assist within the Development Department, carrying out other duties as reasonably required.
- Administration of the Development Committee including minute taking.

Fundraising

- Write applications and evaluation reports to Trusts and Foundations for grants up to £5k in support of the theatre's activity with a major focus on the work of the Creative Learning Programme.
- Assist with running fundraising appeals as required.
- Maintain records of funds applied for and grants awarded; manage a calendar of application and report deadlines.
- Work with the Marketing Office and Finance Office to provide funding information for promotional purposes and to report gifts and grants received.
- Researching prospective Trust and Foundation supporters and assist with the identification of potential sources of grant funding.
- As required, assist with the production of case for support literature for funding applications.
- Gather briefing and background information for face-to-face prospect meetings.
- Assist with cultivation and stewardship events as required.
- Assist with donor needs and requirements, including booking of tickets for shows for higher level Vanbrugh members and Major Donors.
- Working with the DoD and Fundraising Associate to increase the number and value of Vanbrugh supporters annually to agreed targets, ensuring regular communications with donors and Vanbrugh members to enable them to recognise the importance of their support including the quarterly newsletter, Centre Stage.

- Stewardship and cultivation of the Guardian Angels, the theatre’s regular giving scheme for lower-level donors. Working with colleagues aiming to increase the number of Guardian Angels annually and increasing their base level donations.
- Work with colleagues in Box Office, Marketing, Catering and Front of House in the facilitation of events for the department and encourage and support a culture of fundraising within the Theatre.

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>Excellent organisational skills</p> <p>Strong ability to prioritise tasks and adapt quickly to arising demands</p> <p>A motivated self-starter able to meet project deadlines and achieve targets.</p> <p>Commitment to working in a team environment</p> <p>Strong numeracy and literacy skills.</p> <p>Ability to represent the Yvonne Arnaud and its case for support with confidence and credibility.</p> <p>Excel and Microsoft word experience</p>	<p>CRM experience</p>

KNOWLEDGE	<p>Excellent and persuasive writer able to adapt style for a specific fundraising opportunity.</p> <p>Basic financial skills & knowledge of financial processes.</p> <p>An understanding of the arts and culture sector and its need for philanthropic support.</p> <p>Ability to present a case for support in a Trust and Foundations fundraising arena.</p>	<p>GDPR knowledge</p> <p>Knowledge of gift aid legislation.</p>
QUALIFICATIONS	<p>Maths and English GCSE, Level 5 or above</p>	
EXPERIENCE	<p>Previous experience working in a fundraising team</p> <p>Administrative experience</p> <p>Minimum 2 years fundraising</p> <p>Some experience fundraising from Charitable Trusts and Foundations</p>	<p>Knowledge of the charity sector</p> <p>Events</p>
PERSONAL QUALITIES	<p>Attention to detail</p> <p>Confident communicator, written and verbal</p> <p>Ability to work on own initiative</p> <p>Ability to multi-task</p> <p>Good interpersonal skills</p> <p>Trustworthy and able to handle confidential matters</p> <p>Team player able to work productively with others.</p>	

How to apply

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

Please email your application to: dbeal@yvonne-arnaud.co.uk.

The closing date for applications is 14th February 2025.

Interviews will take place throughout the process as applications are received meaning the recruitment process could end before the closing date.

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.