



TRUST FUNDRAISING MANAGER
Application Pack
JANUARY 2018

Chief Executive **Dave Murphy**

Chairman **Ian Mather**

Honorary President **Baroness Cohen of Pimlico** Founder **Lord Keynes**

Cambridge Arts Theatre is managed by The Cambridge Arts Theatre Trust Ltd, registered in England No.03536370, registered charity 1069912
Registered Office 6 St Edward's Passage, Cambridge CB2 3PJ VAT Registration Number: 229 1368 04

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January 2018

Dear Applicant,

Thank you for your interest in the post of Trust Fundraising Manager at Cambridge Arts Theatre Trust Ltd.

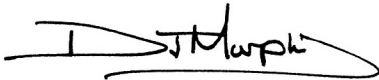
If you would like to apply for this position, please e-mail a CV, detailing your full employment history, academic and professional qualifications, current salary and a covering letter of **no more than 500 words** that outlines your suitability for the role to: recruitment@cambridgeartstheatre.com

The deadline for all applications is **Friday 16 February, 12 noon.**

First round interviews will be held w/c 26 February and those shortlisted may be invited to a second interview the following week.

I look forward to receiving your application and thank you for your interest in the work of Cambridge Arts Theatre Trust Ltd.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D Murphy', with a long horizontal line extending to the right.

Dave Murphy
Chief Executive
Cambridge Arts Theatre Trust Ltd.

JOB DESCRIPTION: TRUST FUNDRAISING MANAGER

Salary: Up to £30,000 depending on experience

Cambridge Arts Theatre

Cambridge Arts Theatre is an independent theatrical charity. We're here to inspire and nurture a lifelong love of the performing arts and to secure the future of our Theatre for the next generation of theatregoers.

Purpose of role

The Trust Fundraising Manager will work closely with the Development team, Chief Executive and Board Members of Cambridge Arts Theatre to raise money for the Theatre's upcoming capital campaign in 2019/2020, and plan future approaches for raising revenue funding from trusts and foundations.

This role will focus on making strategic approaches to trusts and foundations, supporting the Chief Executive and Board with information for them to be involved where appropriate, in order to maximise the chance of success.

The person will take responsibility for meeting the trusts target for the capital campaign and maintain clear and effective communications with prospective donors. You will also take responsibility for the day to day management of trusts including the reporting schedule for donations. The role will also develop a case for support for the revenue funding of Cambridge Arts Theatre, drawing up a list of potential supporters for this work, applying for grants and planning approaches and stewardship of donors, to include adhering to reporting requirements.

KEY RESPONSIBILITIES:

Capital Campaign

- Prioritise meeting the trust target for the capital campaign
- Ensure capital trusts are targeted strategically as identified in the capital fundraising strategy
- Research criteria and write tailored applications to each foundation and involve Senior Management and Board with the approaches where appropriate
- Cultivate the relationship with funders to ensure their longer-term giving to Cambridge Arts Theatre including converting capital support into revenue funding
- Attend Development Council Meetings as required

Revenue Fundraising

- Develop a case for support for trust revenue support, working closely with members of the Cambridge Arts Theatre staff
- Identify potential trust revenue supporters through desk research and networking
- Create a timetable of applications and reporting deadlines
- Keep accurate records of Trust income and approaches on Tessitura database

General

- Keep up to date with the activities of the Theatre to be able to raise funds.

PERSON SPECIFICATION

ESSENTIAL

- Proactive, with the ability to think and plan strategically
- Decisive, with the ability to take ownership and drive decision-making in the area of your responsibility
- Personable, with the ability to communicate with others on the telephone, at events and in meetings;
- Have a demonstrable track record in fundraising with preferably a track record in securing funds from trusts and foundations
- Strong writing skills suited to preparing professional funding proposals and reports of the highest standard
- Sensitive approach to the individual needs of each of the grant-making bodies and philanthropists
- Ability to connect, collaborate and work in partnership with others in a Development team, within the wider organisation and with external partners
- Interest in and commitment to the work of Cambridge Arts Theatre, combined with a strong interest in theatre and/or the arts in general
- Ability to manage multiple priorities and deadlines.

DESIRABLE

- Working knowledge of databases (the Theatre uses Tessitura)
- Experience of capital fundraising or of public campaigning to raise funds for arts-based projects

The following generic responsibilities apply to all Cambridge Arts Theatre staff:

- Participate actively in the life of the Theatre
- Regularly attend Arts Theatre productions including press nights and other special events
- Attend meetings and events as required
- Assist other departments as required
- Work on other projects and activities as required and play an active role in achieving the aims and targets of the organisation
- Carry out administrative work generated by the above activities
- Have a flexible approach to working hours
- Maintain a clean and tidy working environment
- Be presentable, well-organised and have good timekeeping
- Comply with Cambridge Arts Theatre's Equal Opportunities, Health and Safety and other policies at all times

The list of responsibilities is not exhaustive and the employee may be required to perform duties outside of this list as operationally required and at the direction of the Line Manager.

Cambridge Arts Theatre is an equal opportunities employer welcoming applications from all sections of the community.

Terms and Conditions:

Salary:	Up to £30,000 depending on experience, pro rata.
Hours of Work:	Part time, 3 days per week. Based on a 40-hour week (0.6 full-time equivalent). Due to the nature of the organisation you may also be required to work some evenings or weekends. There is no paid overtime and no formal time off in lieu system.
Holiday entitlement:	20 days
Probationary Period:	3 months
Notice Period:	Following the completion of a successful probationary period, the notice period is 1 month
Pension:	The employer offers a stakeholder pension with Standard Life whereby contributions can be deducted from salary.

Closing date for applications: Noon, Friday 16th February

First Round Interviews: w/c 26th February

Appointment subject to references.