

DEVELOPMENT ASSISTANT

Application Pack

March 2017

JOB DESCRIPTION: DEVELOPMENT ASSISTANT

Reporting to: Development Director and provide support to Individual Giving Manager and Development Manager

Salary: £20,000 per annum

Cambridge Arts Theatre

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

Role Definition

To support the development and fundraising activities of Cambridge Arts Theatre.

The Development Assistant will play a key role in the implementation of all the Theatre's fundraising and development plans. Duties will be broad and varied and you will be expected to do anything necessary to ensure its smooth running. It will provide an excellent grounding in fundraising.

Key Responsibilities

INDIVIDUAL GIVING

- Support the Individual Giving Manager with all work related to the Supporters' Circle membership scheme. Work includes administration such as financial recording and monitoring, welcome letters, renewal letters, brochure mailing, priority booking emails, special offer mailing and maintaining the Supporters' database on Raiser's Edge
- Produce welcome and thank you correspondence for new individual members and those renewing their membership with the Individual Giving Manager
- Support communications including brochure mailings, ticket offers, updates on Development projects
- Liaise and inform Box Office and other staff in regards to the Supporters' Schemes

CORPORATE GIVING

- Support the Development Manager with the administration of the Corporate Partnership scheme. Work includes administration such as financial recording and monitoring, preparing letters of agreement, assisting with the stewardship programme for each member and arranging client events
- Ensure prompt processing and co-ordination of membership benefits
- Support the development and preparation of sponsorship and business proposals with the Development Manager and Development Director

EVENTS

- Play a key role in the management and organisation of events and Supporters' evenings
- Support the setting up of all events including catering and cleaning services
- Co-ordinate and prepare all materials for events including invitations, packs, hand-outs

RESEARCH

- Work with the Development team to research and identify potential income generation opportunities including individuals, corporates and trusts and foundations to support the Theatre's core work
- Support the preparation and submission of funding applications including grants and trusts with the supervision of the Development Director
- Coordinate responses from enquiries new and prospective donors by telephone, letter and email
- Gather audience data using Patron Edge ticketing system for the use in Development literature and funding applications
- Develop and maintain a list of existing and potential donors
- Research philanthropic activity of individuals, businesses, colleges, statutory bodies, trusts and foundations and other organisations as required
- Assist in the preparation, writing and submission of funding applications as directed by Head of Development

FINANCE

- Ensure prompt processing of all donations, membership income, and other income including raising invoices for corporate sponsorships
- Support the maintenance of Gift Aid records

ADMINISTRATION

- Play a key role in the progress of new processes for the Development Office including data entry, filing and archiving
- Maintain the Raiser's Edge (fundraising database) including data entry, import and export functions
- Develop and continue to review the appropriate administrative systems using the Raiser's Edge in order to streamline the administration of the department, specifically the Supporters' Scheme
- Work with the Development Director to support reporting and monitoring the progress of all the Theatre's fundraising activities
- Maintain records of statistical information to report to the Chief Executive, the Board of Trustees, key staff, and other stakeholders as required
- Maintain Gift Aid information
- Maintain invite list for use in department mailings

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 Head of Department.

Person Specification

The ideal candidate will possess excellent interpersonal skills and highly professional manner. You will have strong administration skills and be able to operate effectively in a fast paced, team environment. You will be IT proficient, particularly in Microsoft Excel and Word, and possess excellent verbal and written communication skills. Due to the busy nature of this role, adaptability and flexibility with regards to working hours are essential. You will be expected to regularly attend evening productions and events, usually one a week.

Previous experience in a fundraising role and experience of using Raiser's Edge database would be beneficial but are not essential.

Terms and Conditions:

Salary: £20,000 per annum

Hours of Work: Based on a 40-hour week. There is no overtime paid and no formal time off in lieu system.

Holidays: 20 days per year

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.

For all enquiries about this position, please contact Nicky Hupe on 01223 578946 or email nhupe@cambridgeartstheatre.com.

To apply for this position please email a CV and covering letter outlining your suitability for the role as outlined in the job description to nhupe@cambridgeartstheatre.com

Closing date for applications: Thursday 30 March 2017

All appointments are subject to satisfactory references

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