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| Senior Fundraising Officer (Trusts and Foundations) |  |

# Applying for this post

To apply for this post please complete the online application process on our website: <https://www.birmingham-rep.co.uk/get-involved/careers-and-vacancies.html>

Data from your diversity monitoring form will not be shared with the recruitment panel.

\*we accept other forms of submission including video and audio recordings.

The Rep is a Disability Confident Employer. If you would like to apply under this scheme please selection this option on our application portal.

The Rep supports and encourages applications from refugees seeking asylum in the United Kingdom. We will guarantee an interview to any refugee if they meet the minimum criteria for the job vacancy and has the legal right to work in the UK. If you would like to apply under this scheme please select this option on our application portal.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact [RepTalent@birmingham-rep.co.uk](mailto:RepTalent@birmingham-rep.co.uk)

The deadline for receipt of **applications** is **Thursday 19th January 2023** at **12pm**.

**Interviews** will be held at **The Rep** on **Tuesday 31st January 2023.**

## Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. We therefore advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

# Role Summary

Established in 1913, The Rep has an unparalleled history as a pioneering repertory theatre and the launch-pad for some of the most exciting talent in UK theatre both past and present. Today it is a producing powerhouse with three auditoria - The House, 820 seats; The Studio, 300 seats; The Door, 150 seats - as well as extensive on-site production facilities.

Under the Artistic and Executive leadership of Sean Foley and Rachael Thomas the theatre is in the midst of a process of significant renewal, with the vision of being a national and international centre for artistically ambitious popular theatre in all its forms: comedies, dramas, musicals, dance-theatre and family shows. Revivals, new work and commissions will play in all three theatres. Many of its productions already go on to enjoy future life through commercial transfers and national/international tours.

These are exciting times for The Rep and the city of Birmingham. The UK’s 'second city’ has the youngest population in Europe, and is the most multicultural city in the UK. It is a city full of dynamism and energy, and currently undergoing its own renaissance as one of the fastest growing cities in the country.

Part of The Rep’s mission is to ensure that its programme is truly representative of the city it serves, and we aim to imaginatively engage with the people of Birmingham and beyond to create productions that fill our theatres with its people. In every endeavour, we promote inclusivity, diversity, and equality.

The Senior Fundraising Officer role is integral to supporting this mission. As a charity, fundraising income is vital in enabling The Rep to survive and thrive. It is essential that we continue to grow this income and secure the required funding for our activities both on and off stage including our extensive creative learning, artist development and community engagement programmes.

The fundraising team generate income from 3 key strands; trusts and foundations, corporate sponsorship and individual giving. The department has grown over the past few years and has successfully delivered two major recent fundraising campaigns; the REP First million pound appeal, and the Open House capital appeal that culminated earlier this year. An essential part of fundraising is securing income from grant giving bodies. These grants vary in scale but are vital in making our planned projects and activities viable. Many of our flagship programmes across talent development and creative learning would simply be unable to take place without sufficient funding of this kind. Examples of Rep projects that rely on the success of funding bids are our Foundry artist development programme and the Shifting The Dial partnership. This new role is the result of a restructure of the department in order to best support the growth and delivery of all income streams and targets. Having created a new role entirely focused on individual giving and memberships, there is a need to redistribute the responsibilities for trusts and foundations so that this area is fully supported and most efficient. The successful candidate will work alongside the Head of Fundraising and with colleagues across the organisation to develop compelling funding bids, research and manage a pipeline of funders, as well as the stewarding and reporting process. Securing funding for our programmes is an integral part of ensuring The Rep can continue to develop pioneering activities and deliver the greatest possible impact for our artists, audiences and beneficiaries.

### Main duties and responsibilities

* Oversight and day to day management of trusts and foundations activity
* Prospect research to identify and exploit funding opportunities
* Stewardship and cultivation of funder relationships
* Developing/writing compelling bids and correspondence
* Maintaining accurate records of all applications, outcomes and income

**Specific Responsibilities**

* Liaising with colleagues to monitor delivery of funded projects
* Coordination and delivery of cultivation events and invites
* Work alongside the Head of Fundraising on strategic approach to funding pipeline and on larger scale bids
* Advise on the suitability of funding requests and funders
* Manage reporting process
* Liaise with marketing department regarding website updates, social media and funder acknowledgment
* Work with the Fundraising Assistant to coordinate research
* Attend relevant meetings and participate in training activities as and when required

**General Responsibilities**

* Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff intranet).
* Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture including playing active and positive roles in staff forums/committee’s.
* Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
* Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.
* All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern.

## Any other duties

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

**Key relationships**

This role forms part of the Fundraising team. You will be managed by the Head of Fundraising.

This structure may change from time to time based on business need, but reflects the broad areas of responsibility.

## Internal

* Creative Learning, Arts and Finance departments
* Members of the senior management team
* Members of the Board when relevant
* Staff groups, forums and committees

## External

* Funders (trustees and administrators)
* Users of the theatre and the public
* Participants in creative learning and artist development projects
* Project evaluators

# Person specification

## You must have

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

* Experience of fundraising and working in or with a charity
* Successful track record of securing grants (5 figure sums and above)
* Experience of liaising with funders
* Experience of researching funding opportunities
* Excellent relationship management skills including discretion and cultivation
* Knowledge of fundraising best practice
* Able to work well with colleagues, departments and within a team office environment
* Ability to write compelling bids and correspondence
* Excellent communication skills
* Positive, calm, methodical approach with the ability to show flexibility as needed
* Able to prioritise and remain resilient in the face of multiple demands upon time and a busy workload
* Self-motivated and managing
* Able to use initiative, overcome obstacles and problem solve

## It’d be great if you had

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

* Experience of developing or managing budgets
* Experience of extracting information from financial accounts
* An interest in or passion for the arts and theatre
* Experience of using a CRM system
* Event management experience
* Experience of maintaining accurate records
* Confidence in working with audiences and members of the public

# Terms & Conditions

## Role name

Period of work

This is a *permanent* contract, subject to successful completion of a probationary period of *3 months*.

**Pay**

£25,274.96 - £27,259.36 (Grade 3 or Grade 4 depending on experience)

**Hours**

*39* hours per week/5 days per week

Some evening and weekend workwill be required.

We don’t encourage or expect over time, however, in the event that over time is worked, this may be taken as time off in lieu to be agreed in advance with your line manager.

**Holidays**

20 days per year plus public holidays, plus bank holidays. The holiday year runs from 1 September to 31 August each year.

**Notice Period**

The notice period will be 4 weeks

**Location of work**

Your main place of work will be The Rep in Birmingham, but you may be required to work permanently or temporarily at other locations locally. You may be asked to work temporarily in other locations in the UK.

### Other benefits

* Contributory staff pension, 5% employee and 3% employer

### Non-contractual benefits

* A day off for your birthday
* Free-to-use employee assistance service
* Staff ticket discount
* Staff discount in The Rep food and drink outlets (when available)
* 20% Season Ticket discount on parking at Q-Parks
* We actively encourage all staff to see shows as believe that being part of The Rep product enhances everyone’s experience as an employee and ambassador. To ensure everyone has a chance to attend shows every staff member is invited to attend press night for all The Rep's own productions along with further complimentary tickets where possible as well as competitive discounts throughout the year.

There’s no such thing as perfection…

At the Rep we don’t expect or look for the ‘perfect candidate’, instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it’s about feeling excited to come to work every day and being proud of who you work with and for. We believe The Rep is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It’s important to us that The Rep reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We want our Rep to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

We guarantee to interview anyone from these under-represented groups whose application meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification.

Diversity monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our success we kindly ask you to complete an Equality and Diversity form alongside your application. Participation is voluntary but appreciated and your responses will be anonymous and not shared with the recruiting managers.

Environmental

As one of the largest producing houses in the midlands, we are aware that we have a responsibility to the environment beyond legal and regulatory requirements. As such, we are aiming to be carbon neutral within 10 years with sustainability at the forefront of our working practices and integrate climate aware work into our programme. We have committed to adopt the Green Book Sustainable Productions framework on a minimum of 2 productions a year. Our Environmental Working Group is comprised of staff from across organisation to become environmental champions and meet regularly to review and update our Environmental policy and plans. We are committed to exploring, trailing and renewing ways in which the organisation and staff can reduce their environmental impact and carbon footprint.

Flexible working   
We know flexibility is everything and we foster a working environment which is focussed on outcomes, not hours or being present. We actively encourage applications for flexible working and will make every effort to accommodate these requests

# Safeguarding

The Rep is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

# Offers

Any job offer we make is subject to:

* Receipt of 2 satisfactory references
* Proof of eligibility to work in the UK
* Role appropriate background checks
* Evidence of appropriate qualifications