



**TOBACCO
FACTORY
THEATRES**

JOIN THE JOURNEY...



As we countdown to our 21st Birthday later this year, and celebrate our remarkable achievements over that time, we are also looking forward; planning and resourcing ourselves towards an exciting, sustainable and people focused future.

As part of this, we are looking to recruit six dynamic new team members across our Arts, Operations and Sales teams, to join the journey as we explore a thrilling new vision for our theatre.

Tobacco Factory Theatres is proud to be an entrepreneurial company which receives just 7% of public subsidy annually. The rest we create ourselves with our amazing team at our beautiful home in south Bristol. Innovation, hard work and a desire to provide a place of welcome and wonder for our communities is what continues to drive us forward.

Our incredible audiences and participants visit us in their tens of thousands annually, to enjoy over 300 shows with 200 children and adults also attending a course or workshop at the theatre every week.

We champion diversity and inclusion across all of our work and welcome applications from people of all backgrounds. We strongly encourage applications from people whose identities or backgrounds are under-represented in our organisation, including those who face barriers to opportunities, people from working class backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, traveller, mixed heritage or other global majority backgrounds. If this applies to you, please refer to this in your application and we will guarantee an interview if you meet the criteria listed in 'We would like to hear from people who have'.

Join the journey...

Job Title: Fundraising Manager

Reports To: Communications and Fundraising Director

SCOPE:

The Fundraising Manager is a driving force behind the smooth, sustainable and efficient running of our dynamic fundraising strategy. You will ensure that your output supports all areas of our work and realises the growing ambition of our innovative and entrepreneurial charity. You will oversee five key areas of Fundraising; Memberships, Businesses, Sponsorship, Donations and Gift Aid.

You will manage the strategic ambitions, ensuring income targets are met, compliance and best practice is always achieved. The Fundraising Manager will also deliver on an annual target which we intend to grow as an essential income stream in achieving sustainability for the organisation.

This is a three day per week position (24 hours per week). Occasional evening and weekend work will be required.

KEY RESPONSIBILITIES;

- To work with the Communications & Fundraising Director in raising funds to support the aims and objectives of Tobacco Factory Theatres as outlined in the Fundraising Strategy with clear targets and outcomes.
- To collaborate on and manage a plan to increase individual and regular giving to Tobacco Factory Theatres, through a diverse and multi-channelled programme.
- To maintain and cultivate donors and members, build relationships with sponsors, work with businesses and oversee gift aid.

JOB RESPONSIBILITIES;

Management

- Manage the Company's Fundraising Strategy to identify areas of focus for fundraising and plans for implementation.
- Support the Communications & Fundraising Director with managing, developing, planning and implementing activity regarding fundraising ambitions.
- Produce outstanding copy and innovative approaches for campaign materials.

Activity

- **Manage key relationships with members;**
 - Be the first point of contact for membership enquiries by both telephone and email, and always delivering exceptional customer service.
 - Provide day-to-day administration for membership and individual supporters; including ticket bookings and effective and accurate database management.
 - Manage all communications with supporters including membership newsletter, priority booking, monthly renewals, thank you's, and new membership information.
 - Prepare acknowledgment receipts and donor thank you letters for all levels of individual support.
 - Lead, plan and implement recruitment campaigns for new members.
 - Prepare upselling campaigns to support the Sales Team in upselling memberships at point of sale.
 - Lead on member's events and activities.
- **Manage key relationships with businesses and sponsors;**
 - Develop compelling and achievable partnerships; with a clear return on investment for all parties.
 - Cultivate and make the ask to businesses and potential sponsors
 - Prepare sponsorship contracts and reports on investment
 - Be the first point of contact for businesses and sponsors, and lead on the collating and distribution of information to ensure contract promises and crediting is fulfilled.
 - Design and manage events to develop leads for new partnerships
 - Attend networking events around the city to attract new leads and uphold ongoing Fundraising research.
- **Manage key relationships with donors and campaigns;**
 - Lead on our annual and one off giving campaigns.
 - Cultivate and make the ask to potential donors.
 - Develop and manage significant giving campaigns such as TFTs 21st birthday giving campaign.
 - Develop new ways to encourage regular online and telephone donations.
 - Develop partnerships with like-minded organisations, charities and partners for joint giving campaigns.

Systems

- Manage the fundraising module of our CRM system, Spektrix; ensuring processes are working effectively, identifying and implementing areas for further refinement.
- Undertake fundraising administration and finance tasks, including CAF, Direct Debit processing, Gift Aid claims and declarations, and VAT reconciliation.
- Communicate and collaborate for effective reporting and evaluation of fundraising campaigns and applications.
- Actively research and keep up to date with news and developments within the funding landscape in which Tobacco Factory Theatres operates.

As part of Communications and Fundraising Team

- Support the CEO and Artistic Director, Executive Director and Communications & Fundraising Director in developing well-crafted applications and reports to Trusts and Foundations; this may include gathering data, prospecting and proofing applications.
- Work closely with the Marketing & Sales Manager to develop effective sales campaigns to reach agreed targets with close eye on opportunities for fundraising.
- Manage relationships with suppliers including creative support, print and design, ensuring the most cost-effective approaches for campaigns.

PERSON SPECIFICATION

We would like to hear from people who have:

- Extensive experience of managing fundraising campaigns
- Demonstrable experience of working within a fundraising role
- Experience of holding membership/ individual giving programme(s) with care and expertise.
- Evidence of networking and relationship building; confident in liaising with businesses, sponsors, members and key partners.
- Experience of making the ask.
- Proven track record of securing successful sponsorship packages.
- Experience in managing budgets and monitoring targets.
- Excellent written and verbal communication skills.
- Excellent customer service skills.
- Experience of working with a Fundraising Database (we work with Spektrix)
- Computer literate (Microsoft Office, Box Office and booking software, design packages).
- A willingness to work flexible hours.

Applicants may also have:

- A passion for developing communication skills.
- Experience of working within the cultural sector.
- Experience of best practice regarding Equality, Inclusion, Diversity and Belonging
- Strong organisational skills with meticulous attention to detail.
- An understanding of Fundraising law including GDPR and how this applies in a fundraising environment.
- An understanding and interest of the social arts charity landscape.
- A passion for working within the arts and developing communication skills.
- An entrepreneurial thinker with a can do approach to problem solving.

TERMS & CONDITIONS

Contract:

18 MONTH – Fixed Term Contract

Hours per week:

3 days / 24 hours per week (0.6 FTE)

Annual salary:

£29,000 pro rata

Hours:

Mainly daytime office hours. Some evening or weekend work may be required.

Holiday:

30 days pro rata including bank holidays.

Employer:

Tobacco Factory Arts Trust

Location of post:

Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF.

Probation period:

Three months during which notice will be one week

Notice thereafter:

Two months

APPLICATION PROCESS

All applications will be considered.

Whilst we welcome applications from people of all backgrounds, we encourage applications from people whose identities or backgrounds are under-represented in our organisation, including those who face barriers to opportunities, people from working class backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, traveller, mixed heritage or other global majority backgrounds.

If this applies to you, please refer to this in your application and we will guarantee an interview if you meet the criteria listed in 'We would like to hear from people who have'.

If you require an Application Pack in an alternative format or have any questions about this role or the application, please email:

recruitment@tobaccofactorytheatres.com

To apply:

Please email recruitment@tobaccofactorytheatres.com with the subject 'Fundraising Manager' and include all of the following:

- Completed application form outlining your experience against the personal specification.
- Or a short film/audio file detailing relevant experience and why you want this role
- A completed Equalities Monitoring form

Deadline:

10am Thursday 22 June 2023

Applications received after that time cannot be considered.

Interviews:

Wednesday 28 June 2023

Start date:

ASAP following offer.

TOBACCO FACTORY THEATRES

tobaccofactorytheatres.com

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**ARTS COUNCIL
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