

Job Description

Title:	Trusts and Foundations Manager
Line Managed by:	Commercial Director
Overall responsibility:	Deliver NCCA's fundraising strategy & grow income
Line reports:	None
Hours:	35 hours per week. Occasional evenings and weekends.
Salary:	£28,000 dependent on experience
Holiday Entitlement:	30 days paid holiday per annum, inclusive of eight Statutory Bank Holidays, increasing by one day for each year of service from 1st September up to a maximum of 35 days per annum.

About National Centre for Circus Arts

The National Centre for Circus Arts is a registered charity and one of Europe's leading providers of circus arts training. For the past 30 years we have provided emerging and professional circus artists, directors and choreographers access to vital space and support to train, experiment and share ideas.

The National Centre is an affiliate of the Conservatoire for Dance and Drama (CDD) and our diverse range of work includes BA degree-level education in Circus Arts which is supported at either side by a structured training programme for under-18s and professional development opportunities for aspiring and established performers. Adults and young people can enjoy recreational classes and occasional performances. We also run highly regarded workshops, away days and team building events for the corporate community. We continue to develop our creation and production capabilities and are striving forward in both initiating, supporting and creating high quality work that can tour regionally and nationally. Our national role increasingly sees us supporting and mentoring circus artists and organisations across the country as we seek to develop and mature our remarkable art form.

We currently received funding from Arts Council England as a National Portfolio Organisation, and through the Office for Students as a Higher Education provider. In addition, we seek funding via charitable trusts and foundations, and may look to develop our fundraising potential via individual support.

PURPOSE OF THE JOB

The Trusts and Foundations Manager will be responsible for delivering NCCA's fundraising strategy, identifying suitable projects, exploring suitable funders, building relationships with the necessary stakeholders, and ultimately maximising grants from trusts and foundations, ensuring robust funding cycles for the NCCA's work.

MAIN RESPONSIBILITIES

- With support from the Chief Executive and Commercial Director, lead on implementing NCCA's fundraising strategy, meeting agreed fundraising targets annually.
- Working with other teams across NCCA, develop ideas that respond to funding opportunities from a variety of funding sources, developing and creating outstanding funding bids.
- Developing and maintaining excellent relationships across a variety of stakeholders, including existing funders, potential new funders, senior staff, and trustees.
- Assist with the development and delivery of the biennial fundraising gala.

Detail of responsibilities

Fundraising strategy

- Take responsibility for and assist with the development of NCCA's fundraising strategy.
- Provide insight and advice on the trusts and foundations funding sector, especially around the impact of Covid-19.
- Report to and advise the Senior Management Team (SMT) on progress.
- Meet or exceed annual fundraising targets.

Developing funding opportunities

- Work collaboratively with colleagues to identify and develop exciting projects.
- Work with relevant colleagues to ensure identified projects are scoped correctly and that accurate budgets are created.
- Identify and create a strong pipeline of suitable donors and funders.
- Responding to funding criteria, develop bids and proposal documents.
- Ensure that projects are initiated and managed effectively.
- Ensure that reporting requirements are made clear, setting out key milestones.
- Ensure all reporting requirements for funders are met within specified deadlines.

Developing & maintaining relationships

- Maintain an effective database of fundraising contacts using our current Customer Relationship Management system, Spektrix.
- Create a communications strategy with stakeholders including current and potential funders, using a variety of tools as appropriate.
- With the Senior Management Team, develop a board-level committee that focuses on fundraising.
- Work closely with the Marketing team to ensure fundraising messages are coherent and clear on our website, social media and other communications, and that on-line donation processes are clear and effective.
- Represent NCCA with external audiences, e.g. at events and in meetings with external stakeholders.

Individual giving and cultivation

- Assist with the organisation and delivery of the biennial gala event.
- With the Commercial Director, have oversight of NCCA's small but growing pool of individual supporters and one-off donors.
- Assist with cultivation events for a variety of funders, supporters and advocates.

Other

- Maintain an excellent knowledge of fundraising governance and policies in order for NCCA to remain compliant with the necessary bodies.
- Demonstrate a commitment to health & safety and its practical application in all areas of work and encourage a culture of responsibility for H&S throughout the organisation.
- Promote a commitment to the National Centre's Equal Opportunities & Diversity policy, Disability & Reasonable Adjustments commitment and Code of Conduct, along with all other policies that contribute to the operating values and ethos of the organisation as determined in its mission statement.

Such other duties (commensurate with the role) that may from time to time be reasonably required.

PERSON SPECIFICATION

Experience

- At least two years' experience of working in a role that is responsible for securing grants from trusts and foundations, preferably in the arts or higher education sectors.
- Excellent knowledge of trusts, foundations and other grant-making bodies.
- Experience of securing five and six figure gifts.
- Experience of researching new funders and developing relationships with them.
- Experience of overseeing or managing expenditure and income budgets.
- Experience of communicating with a wide variety of stakeholders, including senior staff and trustees.

Skills

- Ability to work both independently and collaboratively, encouraging senior management, trustees and colleagues to support fundraising goals.
- A creative thinker with a flexible attitude and the ability to work in a changing environment.
- Ability to deliver excellent donor care and stewardship.
- Excellent communication skills both written and oral.
- The ability to influence, build strong relationships and plan collaboratively with a diverse range of stakeholder groups internally and externally.
- A high degree of numeracy and analytical skill.

Personal attributes

- Motivated by the opportunity to shape a fundraising strategy.
- Being able to create a working atmosphere that inspires, persuades and motivates.
- Self-motivation and resilience.
- Being comfortable in meeting demanding targets.
- Pro-active and flexible approach to seeking solutions to problems.
- A keen interest in and broad knowledge of the arts and education sectors.