

Trinity Community Arts Fundraiser



Contract type:	Fixed-term, 12mth
Job Title:	Fundraiser
Responsible to:	CEO
Team:	Business Development Team
Hours:	30 hours per week, flexible
Rate of Pay:	£22,425 full time (pro-rata, 30hr pw £17,940 pa)
Pay scale/band:	NJC Scale 5, SPC 22-25
Annual Leave:	The holiday year runs from 1st January to 31st December. Full-time employees of Trinity are entitled to 21 days paid annual leave plus bank holidays, based on 37.5hrs/5-day working week. Entitlement for your contract will be calculated on a proportional basis in accordance with your hours and duration of contract

Introduction

Trinity exists to empower and connect communities through the arts because we believe that art improves the well-being of individuals, empowers communities and enhances society.

We attract the most diverse audience of any arts centre in Bristol and deliver a programme that encompasses cultural performance, community events, formal and informal education programmes.

Trinity Community Arts Ltd (TCA), a registered charity with a trading subsidiary, Trinity Community Enterprises (TCE). We have a successful track record of securing funds in excess of £3m to support a broad range of community arts activities, as well as a phased capital works programme.

Responsibilities

We are looking for an experienced and enthusiastic Fundraiser to join the Trinity Team.

The Fundraiser will work closely with the CEO to cultivate new and manage existing relationships with small and medium-sized Trusts & Foundations and work with the Marketing Officer to develop our wider public fundraising activity.

The role will require someone who is willing to work flexibly and independently, with minimal supervision. The ideal candidate will be a confident communicator and able to develop good relationships with both supports and others across the Trinity Team, to raise funds in pursuit of our charitable aims.

Funded by Power to Change for an initial 12mth fixed-term contract, the role has potential to become permanent, subject to successful delivery of our fundraising strategy.

Duties

To be responsible for the fundraising activities for the charity, specifically:

Trusts & Foundations

Work with the CEO to develop and deliver a targeted and strategic programme of trusts fundraising:

- Research and target charitable trusts whose criteria match the charity's aims and activities
- Write applications and case for support letters, making an analysis and balancing time-cost ratios to focus effort on the fundraising activities that are most appropriate
- Support others i.e. board/ community steering groups to make smaller approaches (.e. <£1,000 sources)
- Use the fundraising database to maintain accurate records, monitor success rates and plot dates of future asks
- Work closely with members of the Social Impact Team to ensure that any reporting or other obligations attached to grants and contracts are fulfilled effectively and in a way that strengthens relationships
- Work with the Fundraiser to agree and achieve annual net income targets, in collaboration with the Social Impact Team

Individual giving

Work with the Engagement Officer and Marketing Officer to grow individual low-level giving and community fundraising activity:

- Build avenues for individual giving i.e. motivating and facilitating the Membership to raise funds
- Oversee and maximise revenue via existing web-based fundraising activity i.e. online donations, ticket donations and Gift Aid
- Develop marketing content to reach a range of potential and current donors
- Organise traditional collection activities as part of key Trinity events e.g. Garden Party

Corporates

Work with the Social Impact Team to develop and implement a strategy for corporate engagement i.e. CSR, corporate fundraising, employee giving and community volunteering.

Communication

Assist the Marketing Officer to raise the profile of Trinity's charitable activities:

- Create relevant marketing content, proofing editorial and developing new and imaginative ways to communicate about our charitable work
- Manage and update databases to record and track funder/donor contact, preference information and stewardship
- Improve data capturing and CPM systems to target messages to specific key audiences and better evidence impact
- Organise annual celebration event e.g. Heart & Soul AGM

Other

Help to develop a shared approach towards fundraising across the Trinity Team:

- Support Social Impact Team to produce case studies and utilise these across online and other platforms, creating a consistent charity message
- Identify key events at Trinity i.e. fairs/exhibitions, to promote and/or raise funds for Trinity's charitable activities
- Identify and increase attendance and representation at external events and networking

- opportunities to raise Trinity's profile as a charity
- Maintain an awareness of trends, developments, legal framework and best practice relating to Fundraising
- Uphold Trinity's policies and implement relevant policies and procedures i.e. Data Protection, ensuring that they are understood across the organisation in relation to Fundraising
- Take part and/or taking an active role in any team meetings or training that may be required

Additional duties

Carry out any other duties as may reasonably be expected and as directed as part of the successful delivery of this role:

It is in the nature of the work required that the tasks and responsibilities of the Fundraiser will in many circumstances be unpredictable and varied. The Fundraiser will therefore also be expected to undertake any other duties and/or responsibilities in connection with the development and delivery of the organisation's programme, as the CEO may from time to time direct, and which will not be covered in the job description. These additional duties will normally be compatible with the Fundraiser's regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the Fundraiser's job, it will be included in the job description in consultation with the Fundraiser.

PERSON SPECIFICATION

Essential

Experience

- At least 1 year experience of developing successful relationships with trusts and foundations
- Demonstrable experience of securing material funding from trusts and foundations
- Experience of contributing to fundraising strategies in line with organisational plan
- Experience of research, cultivating and managing a portfolio of trusts and foundations
- Experience of working in a target led environment with a proven track record of delivering against targets
- Experience of producing powerful and compelling fundraising proposals, applications, and cases for support
- Experience with grant monitoring and producing grant reports

Technical Skills and Expertise

- Understanding of Individual giving (low-level/community fundraising)
- Understanding of Corporate fundraising
- Experience of working with fundraising databases
- IT literate with good working knowledge of Office and CRM systems

Competencies (Soft Skills)

- Excellent written and verbal communication skills
- Strong administrative and organisational skills and record keeping skills
- Proven ability in building good working relationships with colleagues and confidence to build external relationships
- Ability to present information, verbally or in writing

- Results oriented and problem solving approach to work and challenges
- Proven ability to work to deadlines and manage workload effectively
- Adaptable and flexible approach
- Methodological approach with exceptional attention to detail
- Interest in arts, youth education, community and heritage activities and a clear commitment to achieving Trinity's vision, mission and aims

Desirable

Experience/qualifications

- Experience of working in an arts/events charitable setting
- Experience of wider fundraising disciplines i.e. Legacies, Major Donors
- Institute of Fundraising accredited qualification

DBS Check

A basic check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

How to Apply

To apply please download and complete an application form and accompanying personal details and equal opportunities forms and email to hr@3ca.org.uk Please note we do not accept CV applications.

Deadline: 9am, Monday 23rd September 2019
Interviews: W/C 30th September 2019

Trinity Recruitment Policy

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class,

A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

Safeguarding

A Basic or Enhanced DBS (formerly CRB) check may be required for some posts, in line with our our Safeguarding Policy.

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we are able to remove all personal details from the assessment process and only assess on the details contained in the body of the application.



Trinity Community Arts Ltd
The Trinity Centre, Trinity Road, Bristol, BS2 0NW
0117 935 1200 info@trinitybristol.org.uk www.trinitybristol.org.uk

Short-listing decisions are based solely on the information provided within the Application Form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage. Please contact hr@3ca.org.uk / 0117 935 1200 for further information about this post or our Recruitment Policy.