

SHAKESPEARE NORTH PLAYHOUSE

Job Description FUNDRAISING OFFICER

About the Organisation

Shakespeare North Playhouse, 'Theatre Building of the year 2023' is a unique new arts venue, which opened in the summer of 2022. It presents a vibrant contemporary cultural and learning programme featuring home co-produced and visiting performances, as well as comedy, music, community work, hire and events and a range of education and training activities.

The Shakespeare North Trust (SNT) is the Charitable organisation which is the operator of Shakespeare North Playhouse. The Trust also has two wholly owned subsidiaries within the Group structure. The subsidiaries are limited companies.

Our Vision: "Inspired by Shakespeare. Bringing Joy: Together, we tell stories that feel like our own, that change the way we see the world - opening doors, inviting debate, inspiring a love of learning, and bringing joy to this place; Our Shakespeare North Playhouse."

Our Mission – The Big Goal: "We share world-class theatre, activities and conversations inspired by Shakespeare and relevant to all of us."

Our Promise: At Shakespeare North Playhouse we commit to being 'Bold and Brave'. It is a promise we make to each other internally as a team, to our visitors, patrons, and partners, and to all our artists and makers as we all come together to create a wonderful place.

Our Values and Behaviours: The organisational values define Shakespeare North Playhouse. They create a framework for the way in which the organisation wishes to achieve the vision and objectives. The team are firm in the belief that what is achieved is only half of the plan, as how success is attained is of equal importance. It is critical that there is a framework of how people will thrive together, as a team, with partners, visitors, and audience.

Innovative - Honest - Collaborative - Creative

Equal - Supportive - Accountable - Useful

The Role

The Fundraising Officer will work directly with the Head of Fundraising across all income streams. The main purpose of the job is to provide support to all fundraising activity at Shakespeare North Playhouse. This includes prospect research, relationship management, updating and maintaining databases, reporting, developing funding applications and delivering fundraising events.

Place of Work

Shakespeare North Playhouse has a hybrid working structure. The main place of work will be Shakespeare North Playhouse in Prescot, Knowsley. Working from home on occasions will also be required. Occasionally, work will be required at alternative locations.

Reporting Relationships

The post-holder will report to the Head of Fundraising for Shakespeare North Trust.

Salary and hours of work

The Fundraising Officer will work a 32-hour week, normally over 4 days.

Due to the nature of this role, however, and to meet the demands of the building, the post-holder will need to be flexible in their approach to working hours. Evening and weekend work will be required at times.

The salary will be up to £20,000 per annum based on a full-time salary equivalent of £25,000, depending on skills and experience.

Main Duties

Fundraising

- Support the management of a wide portfolio of fundraising activities, including research, cultivation, and development of funding bids.
- Support the development and management of an effective prospect pipeline, researching and cultivating businesses, individuals and Trusts and Foundations - and ensuring this is up to date on Spektrix (CRM and ticketing system).
- Support the development of dedicated supporter communications.

Reporting

- Support the collection and analysis of data relating to fundraising activity, using Spektrix (CRM and ticketing system).
- Support the development of evaluation reports for supporters and sponsors.

Memberships

- Ensure delivery of Shakespeare North Playhouse's Individual Supporters (Cockpit Circle) scheme, supporting the ongoing recruitment and renewals, and delivering an excellent supporter care programme and benefits.

Trusts & Foundations

- Researching and Identifying relevant T&F opportunities.
- Support funding applications and funder reporting/evaluation through writing, compiling, and filing required documentation.

Corporate Membership

- Manage a programme of corporate membership, including the delivery of benefits, renewals, up-selling.
- Deliver corporate member events.

Account Management

- Deliver high quality account management for all members and sponsors including booking tickets, managing hospitality, and ensuring a high level of customer service.
- Ensure appropriate recognition and crediting of supporters and sponsors in print, on-line and on donor recognition boards.
- Work closely with Marketing colleagues to promote SNPs Fundraising activity, ensuring that

messaging reaches the widest range of potential and current supporters possible.

Hospitality and Events

- Deliver a range of donor cultivation events and ensure excellent levels of donor stewardship are delivered effectively.

Other responsibilities may be required from time to time which are consistent with the role requirements.

Person Specification:

- Experience of raising funds.
- Experience in event planning and management.
- Experience in managing a wide range of stakeholder relationships, namely individual, institutional, and corporate supporters.
- Excellent written and verbal communication skills.
- Excellent customer service skills with attention to detail.
- Excellent organisational skills and ability to prioritise effectively.
- Ability to work under pressure.
- A passion for Shakespeare North Playhouse, our vision, and our objectives, on a local, regional, national, and international level.
- A commitment to Arts and Culture; what they can do for an individual, a community, and society.
- Commitment to and understanding of access, representation, and inclusion.
- High level of computer literacy including using Microsoft Office suite (Word, Excel, Powerpoint and Outlook).

How to Apply

If having reviewed the job description and information about Shakespeare North Playhouse you consider yourself to be a good fit for this role, please email a CV, a cover letter of application and completed equal opportunities form to recruitment@shakespearenorthplayhouse.co.uk.

The cover letter of application should be of no more than 2 sides of A4 addressing how your experience matches the role description, why you are interested in the role and why you think your skills and experience would make you a good candidate. Alternatively, you may submit a video/audio file of no more than 10 minutes in length. You can do this via WeTransfer or an alternative file transfer service.

Diverse representation

We encourage and welcome applications from people whose background and experience are under-represented in the cultural sector. We are committed to inclusive working practices and understand there may be barriers people face when considering an opportunity like this. If you are interested in applying for this role but feel there are things that may prevent you from getting involved, please get in touch and let us know how we can support you in making your application and throughout the selection process.

Equality Monitoring

Please provide equality monitoring information on the form provided so that we can monitor the Shakespeare North Trust's equality policy and practices. The information you provide will not impact on the consideration of your application and will be used solely for the purpose of monitoring.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Once the process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application will be retained and form the basis of your personnel record. By submitting your application, you are giving your consent to your data being stored and processed for the purpose of the

recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. In submitting your application, we will assume that consent by you is given. We refer you to Shakespeare North's job applicant privacy notice which you should read before applying for this role.

If you have any questions or would like to have an informal conversation about the role before applying, please contact us via email at recruitment@shakespearenorthplayhouse.co.uk

This job description is intended as a guide to the duties expected of the post-holder. These duties may be reviewed from time to time to meet the needs of the business. As a new organisation, Shakespeare North Playhouse will inevitably change as we grow and develop over the coming years. Any new appointees will be required to show a flexible approach to this process – which may involve revisions around job description, titles, roles and departmental structures.

This job description is not contractual.