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| POSITION: | Fundraising Officer |
| DEPARTMENT: | Marketing & Fundraising |

Do you have what it takes to help support one of theatre's most iconic buildings?

We have an amazing opportunity for an experienced fundraiser to join our small, dedicated team at Buxton Opera House. This grade II listed building is situated in the beautiful town of Buxton, overlooking the Pavilion Gardens. Our smaller venue, the Pavilion Arts Centre, is also home to the new and long-awaited Buxton Cinema. Known affectionately as the 'theatre in the hills', we're famous for our warm welcome and year-round programme of entertainment.

Buxton is quickly becoming an exciting and vibrant town, with a new 5 star hotel in Buxton Crescent & Thermal Spa due to open in 2019. We're looking for someone who can help us raise money to make sure that we are part of an exciting future.

TERMS AND CONDITIONS

Responsible to: Head of Marketing & Fundraising

Teamwork: As part of the Marketing & Fundraising Team you will work alongside:

- Press & Content Officer
- Marketing Campaigns Officer
- Marketing Assistant
- Box Office team

Contract: Part-time (3-4 days per week)

Holiday entitlement: 25 days pro rata plus statutory holidays

Salary: £21-£25k pro rata per annum

Notice: One month

Pension: 3% if required

Location: The normal place of work is Buxton Opera House offices at 5 The Square, Buxton although work for events in other locations may be required.

JOB DESCRIPTION

Key Responsibilities

Working as part of the Marketing & Fundraising Department, the Fundraising Officer will play a key role in the development, implementation and administration of our fundraising strategy. Working with the Head of Marketing & Fundraising, the Fundraising Officer will increase and diversify fundraising income through our existing fundraising activity, develop individual giving and grow our corporate sponsorship. This will include:

Development:

1. Work with the Head of Marketing & Fundraising and other departments where appropriate to increase income from individual giving, trusts and foundations and corporate sponsorship
2. Develop and attend fundraising events
3. Identify new sources of funding
4. Work with the Head of Marketing & Fundraising and feedback on progress against fundraising strategies and targets
5. Work with the Marketing team to promote fundraising initiatives and increase awareness of High Peak Theatre Trust's charitable status and ensure consistency between on and offline activity

Budget and targets:

1. Plan and accurately record individual Fundraising activity and spend within agreed budgets
2. Meet individual and departmental Fundraising targets

Data:

1. Maintain and manage a database of sponsors, funders, trusts, foundations and individual donors
2. Use customer data to maximise fundraising opportunities, record activity and evaluate campaigns
3. Work within data protection legislation at all times

Other:

1. Undertake specific projects as requested by the Head of Marketing & Fundraising
2. To keep up to date with developments in the industry as they relate to a Fundraising role, and to contribute to the overall development of the Marketing & Fundraising Department
3. To be an advocate for High Peak Theatre Trust, attending meetings and events as required
4. To actively comply with all working policies and procedures
5. Carry out any other duties commensurate with the level of responsibility of the post
6. Occasional weekend and evening working

The job description for this position may be reviewed and amended to incorporate the future needs of the department and High Peak Theatre Trust.

PERSON SPECIFICATION

| Essential The post-holder must | Desirable The ideal post-holder will |
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| Have experience of the Arts or wider charity sector fundraising | Have a strong interest in both the Arts and Learning & Participation |
| Be able to show successful completion of relevant educational courses | Be educated to degree level or equivalent |
| Have experience of working in a fast-paced team, managing multiple projects to tight deadlines and budgets and reaching fundraising targets | Be a logical, organised planner with a high level of attention to detail and ability to prioritise work to meet deadlines and targets |
| Have experience of using CRM systems to analyse fundraising data | Have experience of using Spektrix or other ticketing system |
| Have a good working knowledge of Gift Aid | |
| Have a good working knowledge of data protection legislation and the impact of GDPR and PECR on Fundraising activity | |
| Have excellent working knowledge of social media for fundraising activity | Be able to identify engagement opportunities throughout the customer journey |
| Have excellent verbal and written communication skills | Have experience of using Plain English and working within a company's brand guidelines |
| Have excellent bid writing skills with the ability to produce creative and high quality copy | |
| Have strong IT skills and in-depth knowledge of Microsoft Office Suite in particular Excel and Word | |
| Have experience of working with external partners and supporters to fulfil all aspects of a fundraising campaign | Experience of developing fundraising and supporter events |

EO/27 March 2018