

# FUNDRAISER (THE BOX)



## Role Profile

<b>Title</b>	Fundraiser (The Box) – Fixed term contract 2 years	
<b>Grade</b>	GRADE F	
<b>Reference:</b>	N594	
<b>Reports to:</b>	Head of Contemporary Arts	
<b>Work style Definition</b>	Office based hot-desk/touch down worker	
<b>Job Type:</b>	Semi Professional	
<b>Primary purpose of role</b>	To fundraise for The Box and Historic Properties (capital and revenue) from the public and private sectors, from individual donations and philanthropy, from trusts and foundations, and from a membership scheme.	
<b>Key accountabilities and key measures</b>	<p><b>Role outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Increased funding from private sector corporations (25%)</li> <li>▪ Increased funding from trusts and foundations (20%)</li> <li>▪ Increased funding from grants (20%)</li> <li>▪ Increased funding from donations and individual philanthropy (20%)</li> <li>▪ Increased funding from a membership scheme (15%)</li> </ul>	<p><b>Role measures</b></p> <ul style="list-style-type: none"> <li>▪ Fundraising targets in NPO Business Plan initially of £100k a year from private sector and £75k a year from grants but to increase in later years</li> <li>▪ Partnerships and corporate engagement</li> <li>▪ Partnerships and individual engagement</li> <li>▪ Positive Feedback from Corporate Members</li> <li>▪ Staff satisfaction</li> <li>▪ Staff appraisals</li> </ul>
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ Devise The Box’s fundraising strategy in association with the Head of Contemporary Arts and the Head of Business, as part of 4 year NPO Business Plan (5%)</li> <li>▪ Work with volunteers and the Board to ensure they are fully equipped to realise The Box’s fundraising priorities (5%)</li> <li>▪ To devise and maintain a membership scheme, and to be responsible for commercially sensitive data (15%)</li> <li>▪ To research and write funding applications (20%)</li> <li>▪ To cultivate key individuals and secure as donors (15%)</li> <li>▪ To cultivate key businesses and secure their sponsorship (20%)</li> <li>▪ To work with the Engagement Programmes Team, the Collections Team and the Contemporary Arts Team to develop opportunities for financial support</li> </ul>	

	<p>(10%)</p> <ul style="list-style-type: none"> <li>▪ To develop international fundraising opportunities, initially with the USA in partnership with Mayflower 400 (10%)</li> <li>▪ Carry out other duties appropriate to the grade of the post and that support The Box's overall objectives, including being the duty manager as part of a rotating team</li> </ul>
<b>Essential qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent</li> <li>▪ Knowledge of tax efficient giving methods</li> <li>▪ Knowledge of the external fundraising environment, including key funding sources</li> <li>▪ Knowledge of General Data Protection Regulation</li> </ul>
<b>Desirable qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of Fundraising Code of Practice</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Considerable experience of raising funds from a variety of sources</li> <li>▪ Experience of building relationships at a senior level</li> <li>▪ Experience of account management of major partners</li> <li>▪ Experience of working within an arts, museums or heritage environment</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of operating within a local authority</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Consulting skills of listening, building trust and acting to deliver a high quality service</li> <li>▪ Developed communication, persuasive, literacy and numeracy skills (verbal, written reports and presentations)</li> <li>▪ Ability to develop and set budgets and work with financial systems</li> <li>▪ Excellent skills in application writing and reporting</li> <li>▪ Ability to work autonomously and respond independently to unanticipated problems, and organise own workload</li> <li>▪ Creative planning skills to develop up to 4-yearly plans</li> <li>▪ Ability to interpret complex information and situations and develop solutions to difficult problems</li> <li>▪ Team player, able to work flexibly and positively with others</li> <li>▪ ICT/keyboard skills using a range of Microsoft Office software</li> <li>▪ Team player, able to work flexibly and positively with others</li> <li>▪ A can-do attitude, with the ability to find solutions to problems</li> <li>▪ Ability to promote positively The Box's vision, values, aims and objectives.</li> </ul>
<b>Corporate standards</b>	
	<ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> </ul>

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.