

Fundraising Officer



Applying for this post

To apply for this post please send either your full CV or a completed [Application form](#) explaining how your skills and experience align with the requirements of the job description as well as your [E&D form](#) to Julia.layland@birmingham-rep.co.uk.

Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to submit your application in another format or request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact Julia.layland@birmingham-rep.co.uk

The deadline for receipt of **applications** is **Friday 5th March 2021 at 1pm**

Interviews will be held at via Zoom on 15th and 16th March and will be competency based.

Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Role Summary

Fundraising Officer

This is an exciting role, with the successful candidate joining The REP at a turning point in its history and a pivotal moment for fundraising. In addition to celebrating 50 years on Centenary Square there are numerous exciting plans and projects underway, such as Birmingham's Commonwealth Games Cultural Festival in 2022, Birmingham City re-generation, a redevelopment of our front of house areas, and reasserting our mission and values under a new executive team. Following the success of the 'REP First' appeal, the fundraising team are building on this platform to increase vital income for The REP. Alongside ongoing revenue fundraising, this role will join the team as they launch the new 'Open House' capital appeal to support our front of house development during 2021. The REP welcomes fresh talent who are open-minded, creative and eager to contribute their ideas and experience as we embark on the journey of change ahead.

This role would be largely responsible for the administration and growth of individual giving at The REP with specific requirement to:

- Build on the legacy of The REP's three year REP First Appeal, stewarding donors through the donor pipeline and further increasing individual giving.
- Lead on prospect research, donor stewardship, income reconciliation and donor events.
- Provide administrative support for the team, such as managing and promoting giving schemes such as 'name a seat' and young REP bursaries, as well as managing ad-hoc appeals and events such as 'Step For The REP' and online auctions.
- Provide support for the Head of Fundraising.
- Supporting delivery and administration of corporate partnerships
- Support the Trusts and Foundations Manager by assisting with research, development and administration of applications.

Main duties and responsibilities

- Specific Responsibilities
 - Manage Direct Debits
 - Reconcile fundraising income with finance department
 - Manage donor communications using new CRM system
 - Establish and steward donor relationships including management of philanthropic membership schemes e.g. REP Friends and Open House supporters
 - Organise donor events including invitations, activities etc
 - Liaise with marketing department regarding website updates, social media and other fundraising specific activities
 - Conduct research into donor prospects and extract/interrogate data from CRM system
 - Support Trusts and Foundations Manager by completing research and administrative tasks as required
 - Assisting with administration of corporate memberships
 - Working with Head of Fundraising to deliver large scale fundraising events such as Gala Dinners
 - Attend relevant meetings and participate in training activities as and when required

- General Responsibilities
 - Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff intranet).
 - Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture
 - Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
 - Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.
 - Adhere to Fundraising Code of Practice and Fundraising Regulator legislation
 - All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern.

Any other duties

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Key relationships

This role forms part of the Fundraising team and you will be managed by the Head of Fundraising

This structure may change from time to time based on business need, but reflects the broad areas of responsibility

Internal

- Members of the Senior Management team
- Finance, marketing and theatre and sales departments
- UVB team
- Heads of Department across the organisation
- Staff groups, forums and trade unions as required
- Volunteers

External

- Donors and Funders
- Audience members
- Sponsors and corporate partners

- Participants in creative learning and artist development projects
- Providers, suppliers and vendors
- Users of the theatre and the public

Person specification

Essential

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

- Liaising with donors and supporters
- Creating and maintaining accurate records
- Some experience of working in or with a charity
- Excellent relationship management skills including discretion and cultivation
- Event management
- Basic knowledge of fundraising mechanisms and best practice
- Able to work well with colleagues, departments and within a team office environment
- Strong competence in Excel, Word and database management
- Positive, calm, methodical approach with the ability to show flexibility as needed
- Able to prioritise and remain resilient in the face of multiple demands upon time
- Self-motivated and managing
- Able to use initiative and overcome obstacles and problem solve

Desirable

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

- Experience of individual giving
- Bid-writing/funding application experience
- Creation of marketing materials and software such as photoshop
- Organisation and communication
- Strong written and verbal communication skills
- Able to organise and motivate self and others
- Warm engaging and confident personal style
- Able to champion the REP and its vision with clarity, acting as a Brand Ambassador

Terms & Conditions

Period of work

This is a permanent post

Pay

Up to £23,322 commensurate with experience

Hours

39 hours per week, days to suit candidate.

Some evening and weekend work will be required. You will not be paid for any overtime but time off in lieu may be agreed at the discretion of your line manager.

Holidays

20 days per year plus public holidays, pro rata

The holiday year runs from 1 September to 31 August each year.

Notice period

The notice period will be one week initially increasing to one month

Location of work

Your main place of work will be The REP in Birmingham, but you may be required to work temporarily at other locations locally.

Other benefits

- Contributory staff pension, 5% employee and 3% employer

Non-contractual benefits

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in The REP food and drink outlets (when available)

Equal Opportunities

The REP is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We guarantee interviews for candidates from under-represented groups who met the requirements of the job description.

Flexible working

The REP are committed to creating a flexible working environment where everyone we can be their best whatever their circumstances. We actively encourage applications for job shares and flexible working and will make every effort to accommodate these requests.

Safeguarding

The REP is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK
- Role appropriate background checks