



JOB DESCRIPTION

Post: Trusts & Foundations Officer

Responsible to: Strategic Development and Fundraising Director

Background and context

We are determined to use the last few years as an opportunity for radical renewal offering a high quality, progressive, inspiring, relevant and representative programme of work across the year, with better representation across all roles, giving everyone the opportunity to encounter and enjoy creativity.

We recognise the importance of supporting people in their creativity. Everyone should have access to creative opportunity and our role is to develop, promote and co-produce artistic participation, and imaginative experiences for audiences across Bristol, the region and beyond. Working with people from early years to later stages of life, developing pathways into the creative industries and nurturing and supporting those who work with us at every stage

Purpose of the Role

Bristol Old Vic's Fundraising and Development Department is responsible for building financial sustainability for BOV through securing external funding from individuals, corporates and trust and foundations.

This role is vital to the current Transforming Fundraising Strategy as it will work on Trusts & Foundation fundraising and provide accurate, targeted research to help shape our campaigns and approaches.

The Development Officer: Trusts & Foundations will research potential Trust and Foundation supporters and work with colleagues to prepare compelling, successful grant applications. You will develop and steward a portfolio of Trusts and Foundations and establish a pipeline to ensure continued, growing support from them for our programming and engagement work.

Key Duties and Responsibilities

You will be expected to work independently as well as across different teams in order to contribute to and deliver the priorities of Bristol Old Vic - using your knowledge, skills, talent and potential to the best of your ability.

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You will focus at all times on delivering excellent customer service, ensure value for money at all times while being professional, courteous and demonstrating the behaviours and attributes expected of all BOV employees.

You will be expected to work across departments effectively, working with individuals and partners and to identify and implement learning and development needs for both yourself and your team, if appropriate. You will also be expected to understand the ethos across the organisation which will involve seeing BOV work and meeting Engagement participants.

Trust and Foundation Fundraising

- Research and identify Trusts and Foundations who have the potential to support our work and maintain a pipeline document which informs progress towards applications and the management of grants.
- Steward Trusts and Foundations supporting BOV, working with colleagues to ensure they are engaged with the work they are supporting and receive excellent, inspiring reports as requested.
- Work with the Director of Fundraising and Development, senior leadership and the Board to cultivate connections with Trusts and Foundations who have the potential to support BOV, engaging them with aspects of our work that align their objectives and planning how an approach will be made.
- Work with the Director of Fundraising and Development, senior leadership and the Board to prepare applications for major grants.
- Maintain accurate records of individual giving ensuring all donors and their gifts are recorded and kept up to date on the BOV database, Spektrix.

Reporting

- Prepare meeting briefing notes for BOV staff and Trustees.
- Prepare due diligence reports on current and potential Trust and Foundation donors.
- Where relevant, provide specific briefings and presentations for Boards and Committees

Administration

- Work with colleagues in the Fundraising and Development Department and across the organisation to conceive and implement processes and protocols to maximise the efficiency and effectiveness of fundraising at BOV.
- Ensure all Trust and Foundation fundraising complies with data protection policies and legal requirements including data protection legislation and the Fundraising Code of Practice.

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- Build and maintain awareness of relevant developments in the charity and commercial sectors, seek inspiration, share learnings with the wider team and suggest ways of using the knowledge to improve performance.

And additional ad hoc duties as required.

Organisation Wide Responsibilities

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation
- To comply with all BOV policies including Equal Opportunities, Dignity at Work, RESPECT Charter Health & Safety, Safeguarding and other policies included in the Employment Manual and Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged.
- To keep up to date with the activities of the organisation
- Undertake additional duties as may reasonably be required

PERSON SPECIFICATION – Trusts & Foundations Officer

Essential

- Experience of fundraising from Trusts and Foundations to secure multiple grants for four and five figure sums.
- Experience of working with colleagues and organisation leadership to develop successful applications for six figure sums.
- Experience of stewarding relationships with Trust and Foundations and managing them through a pipeline process.
- Excellent written and verbal communication skills with good copy writing and proof reading and the ability to put together concise and relevant information tailored to a particular audience.
- Good research skills with experience of identifying potential funders.
- Able to work independently and manage a varied workload. Think creatively and turn ideas into practice. Demonstrate excellent attention to detail. Work well under pressure and manage conflicting priorities.
- Proven ability to form good working relations, both internally and externally with people at all levels.
- Experience of working well with budgets, tracking financial and other metrics and working to improve ROI.
- Experience of using a CRM database to manage Trusts and Foundations at different stages of engagement.
- Knowledge of data protection guidelines and best practice.
- An interest in and commitment to the work of BOV.

Desirable

- Experience of using Spektrix
- Experience of devising and delivering cultivation events.
- Knowledge of UK arts and cultural sector.

Skills

- Excellent written, face-to-face and telephone communication skills.
- Strong communication style – able to inspire a wide range of people and engage them with our vision and work.
- Confident dealing with a wide variety of people, always showing respect.
- Well connected with advanced networking skills
- Methodical and systematic approach, demonstrating a tenacity and persistence to achieve results.
- Good application of judgement and initiative in order to deal with queries and problems.
- Excellent IT skills with a high working knowledge MS Office programmes
- Actively keeps themselves up to date with the whole of BOV and the relevant changes within the organisation and any professional bodies to make informed and competent decisions.
- Proactively provide information to other BOV departments that affects them, strengthening relationships throughout BOV and improving shared learning.
- Become more digitally aware and responsible in own areas of work.
- Generates or encourages others to identify ideas for greater levels of diversity and inclusion.

TERMS AND CONDITIONS

Hours:	35 hours per week
Contract:	Permanent
Salary:	£30,000 per annum
Holiday:	6.6 weeks per annum (33 days) including bank/public holidays. Additional day off for birthday and Christmas Eve.
Probation:	Three months' probation period (during which there is one week's notice on either side)
Pension:	Bristol Old Vic provides an auto-enrolment pension scheme in line with UK employment legislation. You will automatically be enrolled after 3 months of employment, unless you meet the exemption criteria or wish to opt out.
Notice period:	One month's notice following successful completion of probation period

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent references, which are satisfactory to Bristol Old Vic.
NB: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.