

Fundraising & Communications Co-ordinator



Fuel is looking for a brilliant and energetic FT Fundraising & Communications Co-ordinator to play a crucial role in the team.

The Fundraising & Communications Co-ordinator is a new role within the organisation, which includes leading the co-ordinated delivery of our communications strategy; researching, co-ordinating and supporting the delivery of our fundraising strategy, and managing the company's databases.

The role will involve working closely with the entire Fuel team.

This is a full time position on a 12-month fixed term contract.

Closing date: 10 am on Monday 20th May

About Fuel



Fuel leads the field in independent producing in the UK's live performance sector. We work with brilliant artists to enable them to share their vision with audiences.

Our strengths include:

- the reach of our programme, which is presented all over the UK and internationally;
- our distinctive and celebrated approach to artist development;
- our experience across a broad range of art forms;
- our building-free model and approach to collaborative partnerships;
- Our commitment to and experience of growing new audiences for our work and for contemporary performance more widely.

We produce an adventurous, playful and significant programme of work – live, digital, and across art forms – for a large and representative audience across the UK and beyond, transforming our national and global outlook and impact, engaging with the big questions of our times, and creating experiences that change us and in turn empower us to change the world around us.

Our work is underpinned by the following core values:

Curiosity, Representation, Trust, Creativity, Collaboration and Learning

Job description

Responsible to: Executive Director

Key roles and responsibilities:

1) Fundraising:

- Updating Fuel's fundraising tracker and ensuring deadlines are met for submission and reporting.
- Updating Senior Management Team on new funding opportunities and relevant deadlines (particularly T&Fs)
- Working closely with the Director and Executive Director on the implementation of our Individual Giving strategy
- Working closely with the Executive Director to secure corporate sponsorship in 2019/20 & beyond
- Working closely with the Operations & Producing Team to plan and deliver cultivation events
- Contributing to Fuel core funding bids as required by the Director or Executive Director
- Contributing to programme specific funding bids as required by Director or Head of Programme

2) Databases & relationship management:

- Working with the Operations and Producing team to ensure all databases are up to date (including audiences, programmers, donors and prospects, wider fundraising contacts).
- Working closely with the Director and Executive Director on the management of VIP relationships (e.g. researching donor prospects, updating databases accordingly, drafting correspondence to potential & current donors)
- Maximising cultivation opportunities during press nights by briefing Fuel's team on potential prospects attending events and co-ordinating follow up
- Ensuring the team follows Fuel's CRM systems (relationship tracker, fundraising and CRM data entry, filing etc.).

3) Marketing:

- Drafting Fuel's newsletter on a quarterly basis, in close communication with the Producing team and Head of Programme
- Designing and drafting all Fuel-specific print materials (including company postcards and invitations)
- Circulating a weekly Communications report to all Fuel team members
- Supporting the Fuel producing team on marketing strategies associated with specific projects

Job description

Key roles and responsibilities, continued:

4) Social Media & Website:

- Designing and implementing a digital engagement strategy, in collaboration with the Head of Programme
- Updating our social media channels regularly
- Updating website on a weekly basis: liaise with programming team to collate content for updates as well as drafting weekly news story
- Managing and tracking Google Analytics data for all Fuel's digital channels
- Liaising with website developers for any structural updates of Fuel's website

General responsibilities:

- To attend regular meetings with members of the Fuel team and other internal and external meetings
- To attend all relevant work in progress, previews, press nights and launch events
- To keep up to date with current arts policy particularly in the creative arts sector and to report developments to the Senior Management Team
- To keep up to date with current GDPR legislation and ensure we manage our data in a compliant way
- To work with senior staff to ensure the smooth running of all operational aspects of the company, contributing to the life, work and overall running of Fuel
- To follow Fuel's policies and contribute to their ongoing reviews
- To undertake any other duties as reasonably requested by the Senior Management Team.

Hours

10am – 6pm Monday to Friday but some evening and weekend work may be required.
Fuel operates a Time Off In Lieu system.

Base

Somerset House, West Wing, Strand, London, WC2R 1LA

Salary

£22,000 - £25,000 per annum, depending on experience
Fuel offers a designated stakeholder pension scheme and operates a childcare voucher scheme.

Holiday

25 days per year plus bank holidays.

Person specification

Essential:

- A minimum of two years relevant experience in a venue or independent live performance company
- Excellent communication skills
- Strong collaborative skills
- Experience of both written and verbal communication (including bid-writing) with funders
- Aptitude for and experience in data management
- Digital literacy and aptitude for social media and website management
- A proven aptitude for time management and the ability to work to and maintain an efficient schedule
- An understanding of and a passion for contemporary theatre
- A hard working, personable and unflappable nature and the ability to work with a wide range of people from varied backgrounds

Desired:

- Familiarity with Fuel's projects, the artists we work with and audiences we engage with
- Understanding of the wider arts sector in the UK
- Working knowledge of Spektrix or other box office/ CRM software
- Working knowledge of In-design and Dotmailer