



We are looking for a brilliant and energetic Fundraising Manager to become a part of the Fuel team. The Fundraising Manager is a new role within the organisation. This role will be pivotal in implementing our fundraising strategy including supporting the Executive Director and Director to secure core income for the organisation as well as supporting the producing team in securing project income from Trusts & Foundations, Individuals and Sponsors.

The Fundraising Manager is expected to promote and maintain an organisational culture which values the highest standards of performance, in delivering the artistic vision and in management practice, and to remain true to the company's core values of curiosity, trust, collaboration, learning, representation and creativity.

This is a permanent full time position with a three month probationary period. We will consider 4 days per week (pro rata) and/or flexible working for the right candidate.

Closing date: 10am, 3rd February 2020

Interview date: 6th February 2020

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. Through this we transform our national and global outlook and impact, engaging with the big questions of our times, 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**

Responsible to: Executive Director

Key roles and responsibilities:

1. Strategic Planning and Implementation:

- Support the Executive Director's strategic drive to progress Fuel's fundraising capacity at the highest level, ensuring strong stewardship of Fuel's fundraising targets, plans and potentials
- Work with the Executive Director and Director to devise and implement funding strategies for supporting Fuel's core operation and ongoing programme
- Proactively contribute to strategic planning, particularly with respect to fundraising opportunities and challenges.

2. Fundraising:

- Research potential funders from all appropriate sources and sectors
- Write and compile appropriate solicitation plans, supporting materials, and draft bids, prior to presenting requests for funding (including applications, proposals and one-to-one asks)
- Take a lead role in establishing and monitoring the progress of prospect lists and the pipeline for action
- Prepare regular reports for the Planning team and appropriate reporting for core grants, and co-ordinate completion of reporting on project grants
- Ensure financial monitoring of live grants
- Monitor and track fundraising expenditure (consultants, events, hospitality etc) within agreed budgets

2. Fundraising ctd:

2.a Trusts & Foundations:

- Work with the Executive Director and other members of staff as appropriate to write bids to Trusts and Foundations (including multi-year asks for core costs and project specific bids)
- Work with the Head of Programme and programme team on programme outcomes and programme budgets required for applications and reporting

2.b Individuals & Sponsors:

- Support the Director, Executive Director and Executive Assistant on Fuel's individual giving campaign
- Ensure database of donors and supporters is kept up to date at all times
- Co-establish short-term and long-term sponsorship goals for Fuel
- Maintain updated information on Fuel's supporters and contribute to the ongoing development of the database, and maintain paper files as necessary

Job Description

3. General Responsibility:

- Attend regular meetings with members of the Fuel team and other internal and external meetings
- Attend all relevant work in progress, previews, press nights and launch events
- Keep up to date with current arts policy particularly in the creative arts sector and to report developments to the Senior Management Team
- Keep up to date with current GDPR legislation and ensure we manage our data in a compliant way
- To work with all 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 Director and Executive Director



Person Specification

Essential:

- A minimum of three-years relevant experience in a venue or independent live performance company
- Proven experience of securing grants from Trusts & Foundations
- Proven experience of securing gifts from Individuals and Sponsors
- Strong collaborative skills
- Attention to detail and ability to work to deadlines Excellent communication and written skills and the ability to work with a wide range of people from varied backgrounds
- An understanding of and a passion for contemporary theatre
- A hard working, personable and unflappable nature

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

Terms

Hours:

10am – 6pm Monday to Friday.
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
The role involves travel around the UK and, occasionally, internationally.

Salary:

£30,000 - £33,000 per annum, depending on experience.
Fuel offers a designated stakeholder pension scheme and operates a childcare voucher scheme.
We will consider flexible/ part-time working for the right candidate.

Holiday:

25 days per year plus bank holidays

Contract:

This is a permanent full time position with a three month probationary period. We will consider 4 days per week (pro rata) and/or flexible working.



- The application form includes specific details for completion, and must be completed and submitted in one attachment by e-mail, to arrive by **10am on 3rd February 2020** to:
admin@fueltheatre.com.
- Interviews will take place on **6th February 2020**. Please ensure you are free to attend the interview date.
- Please note that we cannot accept CVs.