

• fuel

Senior Fundraiser

Job Pack

November 2024



About Fuel

Fuel leads the field in independent producing in the UK's live performance sector, working with brilliant artists to explore urgent questions, to shine light on how we relate to each other and the world around us, and to tell untold stories by under-represented voices. From theatres to car parks, from schools to public spaces, Fuel produces high quality new theatre that reaches diverse audiences across the UK and internationally. Fuel collaborates with outstanding theatre makers with fresh perspectives and approaches who produce shows, performances or experiences which have direct and playful relationships with their audiences.

Fuel is celebrated for its pioneering producing model that develops innovative ideas through attentive collaboration, a spirit of curiosity, and an emphasis on trust. Fuel has developed a reputation for spirited and surprising new theatre, deep relationships with a wide range of artists, and passionate commitment to inclusion and care for young and diverse audiences.

Fuel was founded in 2004 and is led by Kate McGrath. Since its story began, Fuel has produced shows, festivals, films, installations, podcasts, apps and books. In doing so, Fuel has supported the artistic development of over 120 lead artists or companies and reached more than 1.5 million people, live and digitally, hosted over a hundred internships and been recognised with awards for its work. Fuel is currently working with artists and companies including Will Adamsdale, Khalid Abdalla, Jay Bernard, Common Wealth, Inua Ellams, Alan Lane, Hannah Lavery, Racheal Ofori, Toby Olié, Joelle Taylor, Keisha Thompson, Suspect Culture, Uninvited Guests and Melanie Wilson.



OUR VALUES

The discovery of the new relies on curiosity. It is at the heart of how we work as a team, keeping us open to surprises, risks and learning, and we celebrate it in the artists and colleagues we collaborate with.

CURIOSITY

Producing is creating something new in collaboration with others. In producing we seek to embolden, support and celebrate the creativity of everyone we work with and for.

CREATIVITY

Trust is the foundation on which people take risks and collaborate productively. We work hard to build trust by delivering on our promises, and we invite our audiences to trust us as we invite them to be part of a magical moment of live collaboration.

TRUST



OUR VALUES

Only through taking risks, and learning from our successes and our mistakes, can we create genuinely insightful and affecting work. We believe listening and learning can enable everyone we work with to achieve their potential.

LEARNING

Performance is representation and we believe the people who make it and experience it should be representative of the diversity of the world we live in.

We seek to break down barriers and enable everyone to participate freely in cultural life.

REPRESENTATION

SUSTAINABILITY

We are working towards a zero waste, zero carbon future and are committed to massive reduction in the carbon cost of our work. We believe it is possible and essential to create art without further harming the earth for future generations.

Our Current Programme

Our programme this year encompasses brand new commissions and collaborations with artists, partners and communities across the UK and beyond, as well as bringing back some of Fuel's most popular projects of recent years to celebrate our 20th anniversary.

Fuel's 20th anniversary season includes world premieres of *Nowhere* by Khalid Abdalla and *There's a Bear on My Chair* by Toby Olié. We are also remounting two of our most successful performances for new audiences: *Common Wealth's Peaceophobia* and *Uninvited Guests' Love Letters Straight From Your Heart*.

Digital work includes *Dreaming Species*, an online listening experience by Melanie Wilson and *Fuelling Change*, a podcast series by Fuel's Artistic Director and CEO Kate McGrath.

We are developing new work with artists including Michael Henry, Joelle Taylor, Inua Ellams, Jay Bernard, Suspect Culture, Lula Mebrahtu, Lucian Msamati, Racheal Ofori, Oona Doherty, Will Adamsdale, Rachel Bagshaw and Natalie Ibu, and will deliver a puppetry training programme for Global Majority artists with Fred Davis.

Fuel is proud to work in collaboration with a brilliant cohort of artists and a range of partner organisations to create this programme across the UK and beyond.

Protest. Photo: Oluwatosin Daniju.



Job Description

Fuel is looking for a skilled and proactive Senior Fundraiser to join the team. The new Senior Fundraiser will join at an exciting time in the company's 20th year and will be able to make their mark engaging supporters and securing funds for our core operation and artistic programme. The right person will embody the company's core values of curiosity, trust, learning, representation, sustainability and creativity.

We are an equal opportunities employer, and we encourage applications from all suitably qualified persons, regardless of race, sex, disability, sexual orientation, religion/belief or age. We actively welcome applications from those currently under-represented in the arts sector. Candidates can be based anywhere in the UK.

Your line manager will be: Executive Director

You will also have close working relationships with the Artistic Director & CEO and the Producing team.

Key Roles and Responsibilities

1. Strategic Planning and Implementation:

- Together with the Executive Director and Artistic Director/CEO drive 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 Artistic Director/CEO 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 (T&Fs and Statutory):

- 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 requests);
- 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;
- 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 closely with the Development Producer to monitor the projects' development slate and fundraise against its targets;
- Provide starter training on all fundraising processes for all new members of the producing team.

3. Individuals & Sponsors:

- Together with the Artistic Director & CEO and Executive Director lead Fuel's individual giving campaign(s).
- Working closely with the Artistic Director & CEO and Executive Director on the implementation of Fuel's Individual Giving Campaigns and hitting Fuel's annual target.
- 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.
- Identifying cultivation opportunities and working with the Programme Assistants to deliver cultivation events.
- Planning and delivering cultivation events and press nights, with the support of the Artistic Director & CEO and Executive Director. Including, booking spaces, ordering catering, sending invitations, monitoring replies, liaising with project producers and creating briefings for the team.

- Maximising cultivation opportunities by briefing Fuel's team on prospective supporters attending events.
- Identifying points of entry for digital donations and asks for projects and shows.
- Maintain and monitor Fuel's digital donations.
- Working with Fuel's Communications Manager to enable consistent digital and social media donation presence and communication with supporters.
- Working closely with the Artistic Director & CEO and Executive Director on the management of VIP relationships e.g. research donor prospects and updating database accordingly, drafting correspondence to potential & existing donors.
- Liaising with the Executive Assistant on scheduling and correspondence.
- Project manage Fuel's annual individual campaign(s) including The Big Give Christmas Challenge.
- Drafting letters to individual donors on behalf of the Artistic Director & CEO and Executive Director.
- Commission the design of and organise the distribution Fuel's festive card (physical and digital).

4. 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 Planning 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 Artistic Director & CEO and Executive Director.

This list is indicative rather than comprehensive, and flexibility to the job role and tasks is required.

Fuel is interested in and keen to support ongoing professional development and will work closely with the post-holder to ensure that their needs in this area are met. Fuel offers a training budget and mentoring support.

Experience and Skills

Essential

- Proven experience of creating and delivering effective fundraising campaigns and achieving fundraising targets.
- Proven experience of securing significant/multi-year grants from Trusts & Foundations.
- Proven experience of stewarding and securing gifts from Individuals and Sponsors.
- Experience of Arts Council England grant funding and reporting.
- Experience of running digital fundraising campaigns.
- Experience of managing a donor database.
- Excellent communication and collaboration skills, including the ability to draft a compelling case for support.
- Proven experience of managing evaluation and reporting processes for funders.
- Excellent relationship building skills, including the ability to work with a wide range of people from varied backgrounds.
- Attention to detail and ability to work to deadlines.
- An understanding and a passion for contemporary theatre.

Desired

- Relevant fundraising experience in an independent live performance company or arts organisation with national reach.
- 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 and Application

Closing date: 10am Monday 9th December 2024

Interviews: 11th December in person, in London. Second round: 16th or 17th December online.

Salary and Benefits

- Full time, permanent
- We are open to discussing flexible working
- £35k-£40k per year depending on experience, FTE
- Fuel offers a designated stakeholder pension scheme

Hours

- Core hours are 10am-3pm, with some flexibility around starting and finishing times (for example, employees can work 10am-6pm or 8am-4pm)
- Some evening and weekend work may be required. Fuel operates a Time Off in Lieu system

Base

- Hybrid working, part from home, part from office
- At present we have office space in London at Somerset House. For this role, we welcome applications from candidates based outside of London

Holiday

- 25 days per year plus bank holidays

Probationary Period

- 6 weeks

Notice Period

- 3 months

General Notes

This Job Pack is indicative rather than comprehensive, and flexibility to the job role and tasks is required. We are particularly keen to hear from applicants from under-represented backgrounds.

How to Apply

You can find the application pack with information, a form and full details of how to apply by clicking [here](#).

Please submit your application and CV by e-mail to arrive by 10am on Monday 9th December to: admin@fueltheatre.com.

We want you to complete your application in a way that is comfortable for you. We will accept video and audio files that answer the questions listed in the application form. Please ensure your video or audio file is no longer than 5 minutes.

Shortlisted candidates that are based outside London can request travel costs reimbursement if attending an in-person interview.

We will circulate interview questions in advance of interviews.

If you have any questions about the application process, please contact admin@fueltheatre.com.

If you would like to have an informal conversation about the role, please contact Executive Director, Ine Van Riet to arrange a call by emailing ine@fueltheatre.com.