



**TITLE:** Fundraising Manager

**DEPARTMENT:** Chief Execs

**RESPONSIBLE TO:** CEO

**HOURS:** 24 hours a week/flexible working & hybrid working conditions (reviewable)

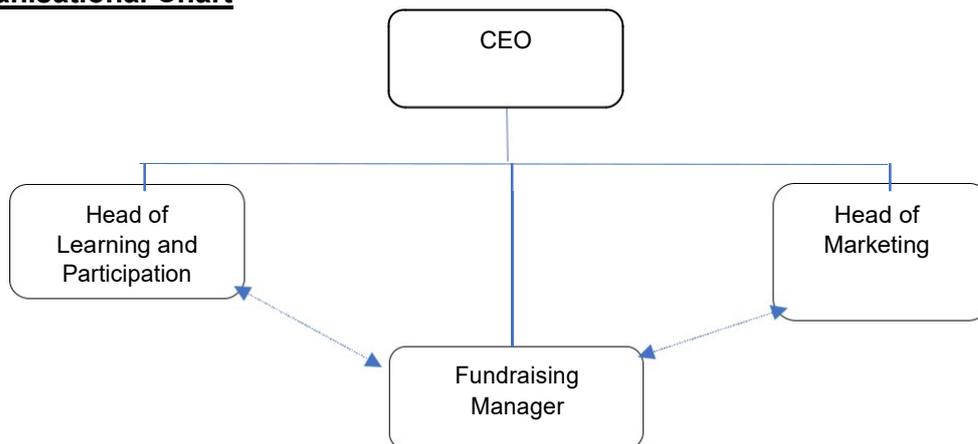
**PAY:** £37,000 pro rata + bonus (target driven scheme)

**LOCATION:** Portsmouth Guildhall, Guildhall Walk, Portsmouth, PO1 2AB

### **Purpose of the Job**

An exciting opportunity make a major contribution to the impact of our work. To support the development of our capital project, events and activities through fundraising, to thereby identify funding routes, whether that's through trusts and foundations, sponsorship, a fundraising activity programme and/or individual giving. To identify future partnerships and opportunities and to build strong relationships. To deliver strong and quantifiable results which yield additional revenues.

### **Organisational Chart**



### **Principle roles and responsibilities**

Tasks will include, but not limited to:

- To develop and implement fundraising strategies across several key projects which include a major capital programme, to support learning and participation projects and a broad events programme which includes Portsmouth Comic Con and Dance Live!
- To work towards set targets agreed with the CEO which support the organisations fundraising objectives and to provide ongoing progress reports to the Fundraising Committee and the Board when required.
- To identify prospects, both within the corporate marketplace, trusts and foundations and to cultivate opportunities. To build networks thereby showcasing our work to a diverse client group. To thereby implement prospect research and management.
- Responsibility for overseeing, critiquing, and writing bids, to be part of the Trusts bid writing team, to develop proposals, to help identify priorities and work to an agreed



plan including setting deadlines. To play a full role in the Fundraising Committee, to support with the planning and development of fundraising activity.

- To work collaboratively with stakeholders and partners.

**Other**

The nature of the work undertaken by the post holder means that some out of office hours working in the evenings, weekends and bank holidays might be required as and when necessary. There is the option of flexible hours and hybrid working in accordance of meeting the requirements of the post. The Trust offer an excellent benefits package including a health scheme and 25 days holiday a year (pro rata).

**Person Specification**

This acts as a selection criterion and gives an outline of the type of person and characteristics required to do the job.

**Essential:** without which the candidate would be rejected

**Desirable:** useful for choosing between two good candidates

Attribute	Essential	Desirable
Experience	<p>Significant fundraising experience across a broad portfolio within the charity sector, including trusts and foundations, community and corporate clients and individual giving.</p> <p>A proven record of securing funding e.g. grants, sponsorship, and income through fundraising activities.</p> <p>Experience of implementing prospect research, management, and stewardship.</p>	<p>Fundraising expertise within a cultural/creative environment.</p> <p>Fundraising experience for a capital project</p>
Skill/ Abilities	<p>Ability to communicate effectively both verbally and in writing to a range of audiences including colleagues, and clients.</p> <p>A skilled fundraising strategist, who can create and manage a fundraising activity programme.</p> <p>Strong working knowledge of voluntary sector funding streams.</p> <p>Bid writing/grant application skills.</p>	<p>Expert at utilising social media channels, Instagram, Facebook, Twitter and LinkedIn.</p> <p>Expert at working with marketing teams to optimise fundraising.</p>



	<p>Excellent verbal and written communication skills, an ability to create a compelling case.</p> <p>An ability to prioritise and meet deadlines.</p> <p>Skilled at project and strategic planning and implementation.</p>	
Education & training	<p>GCSE English and Maths</p> <p>Educated to degree level and/or demonstrable experience of working within this field.</p>	Fundraising qualification

**To apply: please send CV and a covering letter, detailing how you meet the person specification for this position.**

**DIVERSITY COMMITMENT**

The Guildhall Trust is committed to promoting equalities and celebrating diversity and we welcome applications from people from diverse and underrepresented backgrounds.

If you would prefer to submit your application by video or through a different format or have any other questions surrounding access requirements, please feel free to get in touch with us.

**We are committed to offer an interview to candidates with disabilities, providing they meet the minimum requirements of the job role. Please let us know via the optional Equal Opportunities and Monitoring Form.**

**Please let us know when submitting your application if you have any access requirements.**

**Closing Date:** 5pm, Friday 18<sup>th</sup> August'23

**Shortlisting for Interview:** Week commencing 21<sup>st</sup> August'23

**Interview Date:** Week Commencing 28<sup>th</sup> August'23

Please send completed applications to [michelle.masterton@portsmouthguildhall.org.uk](mailto:michelle.masterton@portsmouthguildhall.org.uk)

Portsmouth Guildhall, Guildhall Square, Portsmouth, PO1 2AB

**Context**

The Guildhall Trust has established an excellent reputation as one of the south of England's leading cultural organisations through its flagship venue, Portsmouth Guildhall. Our vision is that of an innovative and inspirational cultural organisation which places its communities at the centre of everything it does, inspiring, entertaining and transforming lives. Our core purpose is 'to deliver inspirational opportunities so that people want to engage with culture and the creative economy'.



The Guildhall Trust was established in 2011 to take over the running of the Guildhall and the Trust was formed, becoming a registered charity in 2013.

Portsmouth Guildhall is a 2000 seat Concert Hall which hosts a world-class programme of music, comedy, dance, drama and family shows and events and a new 170 seat Studio staging children's theatre and workshops, contemporary dance, drama, comedy and niche music. The Trust has developed an extensive learning and participation programme and produces and promotes its own events, including Dance Live!, Portsmouth Comic Com and Games Fest. The renovation of the Guildhall and our Renaissance programme has seen some major changes and additions to the Guildhall including a new Studio in 2018 and the forthcoming development of the venues basement in 2023/24. Future works will embrace work to the foyers and main auditorium.

The venue is also one of the leading Conferencing centres on the South coast offering a unique selection of rooms for hire and is licensed for weddings.

An open venue, the Guildhall has permanent and temporary exhibitions, an accessible business lounge and a thriving casual dining space, The Square Kitchen.