



JOB DESCRIPTION
MATERNITY COVER FOR HEAD OF DEVELOPMENT
PART TIME - FREELANCER

Experienced, senior Fundraising Consultant required to join the company on a part-time fixed-term basis to bridge and support a period of maternity absence. There may be longer term involvement subsequently to provide additional support if and when the development team needs.

Job Description

Main Purpose of the Job:

- To provide leadership to the Development Team covering the Head of Development maternity leave, taking forward a developing income generation and fundraising activity plan.
- Meet Corporate Sponsorship targets (Principal Sponsor, Corporate Partners/Members and Cooperative campaigns)
- Continue to develop the Individual Giving programme of work, alongside the Development Co-ordinator,
- Provide support to the Development Co-ordinator on major Trust and Foundation applications and work collaboratively across departments.

Fundraising - Business/Corporate

- To build corporate relationships with organisations which are capable of supporting NTW as its Principal Sponsor, in line with our ethical fundraising policy and ensuring a strong brand alignment with NTW is achieved

- To work on the identification, research and creation of corporate packages for medium level giving
- Explore strategic brand alliances, in collaboration with Director of Audiences, which add value to both parties
- To work on developing and securing small, medium corporate enterprise sponsors.

Fundraising - Compliance

- To ensure fundraising activity complies with the Institute of Fundraising's Codes of Conduct
- To ensure policies and procedures are adhered to in order to achieve best practice in all projects and programme of work, including ethical fundraising, child protection and health & safety
- To keep sensitive Charity information confidential and follow data protection guidelines in relation to Charity and fundraising details (to include GDPR legislation)
- To adhere to all Policies and Procedures as detailed in the Company Handbook

Person Specification

ESSENTIAL

Experience

- Demonstrable experience in Fundraising at a senior level
- Experience of seeking and securing corporate donations and sponsorship
- Experience of fundraising, donor management, supporting applications and reports

Knowledge and Skills

- Excellent communication and relationship-building skills
- An aptitude for writing clear, compelling, proposals and reports that effectively communicate the difference that NTW makes
- Confidence in the use and management of digital technology
- An understanding of trends in philanthropy and the broader fundraising industry

Personal Attributes

- Target and results driven which complements the charity's values and ethos
- Commitment to team working and a flexible approach to working practices
- Value the importance of attention to detail and accuracy
- Highly motivated, proactive in developing own ideas and delivering high quality work

DESIRABLE

Experience

- Experience in soliciting large donations from HNWI's, or working with HNWI clients.

Knowledge and Skills

- Knowledge of Welsh-language skills
- Knowledge of the Wales Arts scene

Personal Attributes

- Enthusiasm for the arts in general and for theatre in particular

Terms and Conditions

We believe this is an ideal part-time role for a freelance consultant to bridge a period of Maternity Leave.

Please send us a CV and covering letter, stating your current daily rate and preferred working arrangement, by Monday 30 March, 12pm to work@nationaltheatrewales.org

Interviews likely to be 3rd week of April.

Start date TBC/ mid May preferred.