



Operating the Brewhouse Theatre and Arts Centre
Taunton, Somerset, TA1 1JL

JOB TITLE: DEVELOPMENT OFFICER (part-time contract)
REPORTING TO: CHIEF EXECUTIVE

BACKGROUND INFORMATION

The Brewhouse is a multipurpose venue with 352 seat auditorium, studio theatre, meetings rooms, workshop spaces, gallery, café/bar and outdoor area. The Brewhouse programmes a range of high quality live performances, cinema, exhibitions and participation activities. The arts centre also presents local community theatre companies and school productions, as well as hosting external conferences and meetings.

The team consists of 11 full-time equivalent staff supported by 70 volunteers who fulfil box office, front of house and back stage roles. The organisation is young and ambitious and the environment is exciting and fast-paced. Taunton Theatre Association (operator of The Brewhouse Theatre) wish to appoint an experienced Development Officer to develop and implement the Art Centre's Development Plan. The post holder will work closely with and report to the Chief Executive. The ideal candidate will be a self-starter and excellent team player, confident to contribute ideas to help grow and improve the business.

DEVELOPMENT OFFICER

This is an exciting opportunity to join the new team at The Brewhouse Theatre and develop the organisation's fundraising capacity. Since opening the venue in 2014 the Brewhouse has experienced considerable growth, across its artistic programmes and in audience numbers. The new administration has successfully attracted support from ACE, Trusts and Foundations, local businesses and individuals for its programme of work. In the last 12 months TTA has raised in excess of £80k. TTA wish to capitalise on their initial success by appointing an experienced Development Officer to maximise fundraised revenue to support TTA's artistic and business objectives. 2017 marks the 40th Anniversary of the Brewhouse venue and is the perfect time to step-up our fundraising capabilities. The new appointee will be asked to establish an audience loyalty scheme and fundraising campaign to mark this special year, amongst other planned initiatives.

ROLE AND RESPONSIBILITY

FUNDRAISING

The Development Officer will be responsible for increasing fundraised revenue to help diversify TTA's income and make the organisation more resilient. The post holder will be tasked with developing and managing all elements of the fundraising operation to meet set targets (circa £100k p.a.) in accordance with our annual budget. The successful candidate will be expected to work with managers across the organisation to identify projects that are suitable for funding and identify specific funders to approach in relation to these. Areas of Development include (but are not exclusive to):

- Orchestrate our £40k, 40th Anniversary Appeal and identify potential funding sources to ensure this campaign is a success.
- Retain and develop TTA's relationship with Arts Council England, applying for appropriate grants and responsibility for reporting back to them.
- Research and write bids to Trusts and Foundations and manage subsequent reporting requirements.
- Build our network of local businesses to find likely partners and develop attractive propositions that meet both parties aims and objectives.
- Identify high-net worth individuals and increase TTA's donor base through new initiatives e.g. legacy giving, restoration fund, loyalty schemes etc.
- Develop on-line donations in conjunction with our new Box Office System and website.
- Devise and execute specific fundraising campaigns, identifying and targeting different groups within the community who these will resonate with.

MANAGEMENT

- The Development Officer will cultivate and manage The Brewhouse Theatre's portfolio of funders, sponsors and donors ensuring timely communication and reporting.
- Develop systems and process to manage the fundraising function, ensuring deadlines are met and enquires handled promptly.
- Ensure all relevant data is captured in-line with Data Protection legislation and company policy for analysis by post holder and other relevant staff, to inform future decision making.
- Make initial contact with potential funders and coordinate meetings with the CE, Trustees and/or other staff to meet with them in person.
- Report regularly to the CE and write quarterly reports for the Board of Trustees to update them on progress.
- Attend regular monthly management meetings to give staff an update on progress made and contribute to the development of the organisation.
- Collaborate with staff across the organisation on company-wide projects and delivery of events.
- Publicise and engage the theatre's volunteers in fundraising initiatives as appropriate.

MARKETING

- The post holder will work closely with the Marketing Manager to ensure fundraising initiatives are well publicised and materials/content are appropriate.
- Work with the Marketing Team and Website Developer to exploit our social media platforms and website to promote fundraising campaigns and communicate the outcomes and impact of these.
- Design appropriate communication mechanisms with the Marketing Manager to keep our supporters engaged and informed of TTA's developments and achievements and retain their on-going support.

FINANCE

- Work closely with the CE to agree fundraising priorities in line with set targets circa £100k p.a. and organisational objectives.

- The Development Officer will be expected to maximise revenue with minimal direct costs associated, to ensure that monies raised are invested directly into the cause associated.
- Agree and work within fundraising budget, following TTA's financial processes and procedures.

ADVOCACY

- To consistently and actively promote the theatre's work, values and ambition.
- Represent TTA and The Brewhouse's interests regionally and nationally.
- Build relationships with relevant local and national organisations.
- Advocate The Brewhouse's impact on Taunton and South West region.

OTHER

- Behave ethically, complying with legal and regulatory obligations, role-model fundraising best-practice.
- Undertake any other duties the CE may reasonably ask of you.
- Keep up-to-date with charitable and arts industry fundraising developments.
- Attend training courses and conferences to develop professional skills and knowledge.
- Work in accordance with the Brewhouse's policies and national legislation.
- Minimise the impact on the environment wherever possible by implementing sustainable working practices.

PERSONAL SPECIFICATION

ESSENTIAL	DESIRABLE
Passion and enthusiasm for developing the arts and cultural offer in the South West.	Experience working for an arts organisation.
Evidence ability to implement fundraising strategies to achieve desired outcomes and targets.	Experience of developing multi-faceted fundraising strategies.
Ability to build good relationships with funders and retain their support through excellent and appropriate communication.	
Proven track record of writing successful funding applications.	Proven track record and experience of submitting ACE applications.
Extensive knowledge of Trusts and Foundations.	
Experience leading fundraising campaigns and achieving financial targets.	Good project management skills.
Evidence of attracting corporate sponsorship or building partnerships with local businesses.	
Strong record of developing individual giving across different fundraising platforms.	Sound knowledge of legacy giving.
Knowledge of fundraising best practice, legal obligations and regulatory requirements.	
Knowledge of trends in charitable giving.	

Highly organised individual, with ability to multitask, prioritise and manage work load effectively in busy working environment.	Ability to be resourceful and creative in order to manage workload with limited budgets.
Charismatic individual with excellent verbal communication and confidence to approach potential funders and talk enthusiastically about the organisation and its mission.	Experience in negotiating with funders to derive best outcome for the organisation and funder.
Excellent written communication and attention to detail.	Fleet-of-foot, quick to respond to and capitalise on development opportunities.
Strong IT skills with knowledge of box office systems and data bases.	
Education – BA(Hons) + min 2 years' experience in a Development/Fundraising role, or 5+ years' experience in a Development/Fundraising role.	

REPORTS TO: Chief Executive

HOURS: This is a part-time role, 21 hours per week and an hour's unpaid lunch break each full-working day. This role requires applicants to be able to work flexibly to meet deadlines and attend fundraising/cultivation events. The role is offered on as an initial 12-month contract with the desire to make the post permanent following a six month probation period and successful 12 month appraisal.

REMUNERATION

This role is offered at £24,000 pro-rata, paid monthly in arrears. Holiday is 28 days per year (pro-rata) including the standard Bank Holidays for England. The nature of this role will require a flexible working approach, with some possible evening and weekend work. The leave year is from April 1 to March 31. TTA will implement a pension scheme by August 2017.

NOTICE: The notice period will be 1 month either side.

PRO BONO

In keeping with the volunteer ethos of Taunton Theatre Association all employees are encouraged to donate time and/or activities beyond those contracted. This helps build rapport and good team spirit with colleagues, audiences and with the volunteers on whom the organisation depends. Staff are encouraged to train as Duty Managers and volunteer to act in this capacity.

HOW TO APPLY:

Please complete application form – no CVs please – and send by email : HR@thebrewhouse.net with **Development Officer** in the subject line.

Completed forms must be received by 12.00 noon Wednesday 1 March 2017.

Interviews will take place on **Wednesday 8 March 2017** at the Brewhouse.