

DorchesterARTS

Job Description / Person Specification

Job Title	Fundraising and Development Officer
Responsible to	Artistic Director
Salary	£20-25,000 pro rata depending on skills and experience
Hours per week	Part Time, 2 days per week (with the possibility of rising to 3 days per week in future)

This post will be based at the Dorchester Arts office at Dorchester Corn Exchange.

Key tasks and responsibilities:

To work with the Artistic Director, Dorchester Arts staff and fundraising volunteers to ensure the successful delivery of Dorchester Arts' Fundraising Strategy. This will include:

A. Maintaining relationships with existing sponsors, developing new sponsorship opportunities and increasing income from the business community.

- To network, research and develop proposals for potential sponsors to secure new income from the business community.
- To build the 50/50 Business Members scheme to introduce new businesses to Dorchester Arts.
- To co-ordinate sponsor cultivation and thank-you events and maintain relationships through written and verbal communication.
- To maintain a database of actual and potential supporters, logging all gifts to and approaches made by Dorchester Arts.

B. Developing private donors and individual giving

- To develop a community of private donors to support Dorchester Arts' fundraising.
- To nurture the progression from ticket-buyer to Dorchester Arts member to donor.
- To co-ordinate donor cultivation events and maintain relationships through written and verbal communication.

C. Growing membership

- To work with the Dorchester Arts staff, board and volunteer teams to recruit new individual, joint and life members.

D. Planning and delivery of fundraising events

- To work with the fundraising group and DA staff on the planning and delivery of at least three fundraising events each year, with a minimum combined fundraising target of £12k from these events.

E. Trust and grant fundraising

- Make applications to appropriate Trusts and Foundations for specific projects and areas of activity.

F. General

- To maintain the databases of fundraising contacts and work closely with the Marketing Officer to ensure efficient communications about all aspects of fundraising and a coordinated approach to fundraising and marketing.
- To keep up to date with funding news and developments and with necessary procedures and best practice
- To assist with other fundraising and appropriate duties as and when required by the Artistic Director
- To work towards fundraising becoming firmly embedded in the everyday life of Dorchester Arts
- To participate in the general shared duties in the Dorchester Arts office where required (taking phone calls, selling tickets when the box office is unmanned etc) and at performances and events (occasional duty management etc)

The post holder will at all times be required to carry out her/his duties with due regard to Dorchester Arts' core aims, objectives and policies.

PERSON SPECIFICATION

ESSENTIAL SKILLS/ATTRIBUTES:

- Experience in fundraising
- Knowledge and/or experience of generating income from businesses
- Creative thinker with enthusiasm for the arts
- Confidence in and enthusiasm for communicating with people

- Strong time management and administrative skills
- Strong networking skills
- Ability to be self motivated
- Ability to work as part of a team
- Excellent IT skills
- Experience of planning and delivering events

DESIRABLE SKILLS/ATTRIBUTES:

- Experience of working in an arts organisation
- A commitment to customer service and 'win-win' attitude