

PORTSMOUTH CULTURAL TRUST



TITLE: Fundraising & Campaign Manager

DEPARTMENT: Chief Executives

RESPONSIBLE TO: CEO

HOURS: 40 week

PAY: £50,000

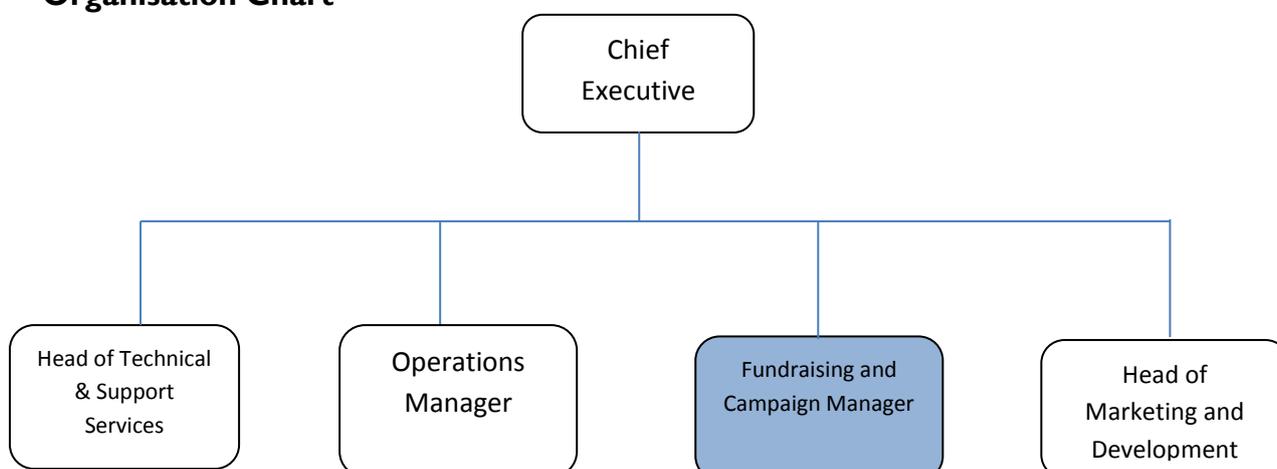
Purpose of Job

The purpose of this role is to raise significant funds for our capital programme, the restoration and improvement to the Portsmouth Guildhall. To deliver fundraising targets by developing and implementing the fundraising strategy and thereby securing both capital and ongoing revenue funding.

Who is the Fundraising and Campaign Manager?

You will be a strategic thinker and an ambitious fundraiser with a track record of securing major gifts from a variety of sources. Ideally, you will have experience of raising funds for a capital project within an arts or heritage environment. You will have strong negotiation and communication skills, both written and verbal. You will be creative and have a passion for music and historic buildings. You will want to be challenged by both the fundraising target and the opportunity to lead and develop a brand new team.

Organisation Chart



Principal Responsibilities

1.	To lead on all aspects of the Cultural Trust's capital fundraising strategy, to achieve the overall fundraising target for each stage within the agreed timeframe. To develop the strategy for fundraising and to establish a clear and defined timeline for delivery. To thereby create a relationship with grant agencies such as Arts Council England, the Heritage Lottery Fund, trusts, foundations, government and European schemes and to nurture donors and funders.
2.	To oversee and deliver a balanced, sustainable and diverse range of funding for the Cultural Trust's revenue programme. To thereby create a culture of innovation and best practise in fundraising which enables the Trust to thrive. Working with the CEO and the executive team to source potential support.
3.	To be responsible for maintaining and developing high level contacts to benefit all areas of fundraising activity. To thereby create a programme of opportunities for relationship building with prospects and donors through a range of cultivation and other fundraising events, and to implement and manage a proactive programme of legacy giving and patronage.
4.	To be responsible for the preparation and submission of high quality funding applications which meet the criteria of the funding agency and thus prove effective towards the overall project fundraising goal.
5.	To take an active role in the strategic planning process, working closely with the CEO and the senior management team. To report to Board as and when required and to set out and implement clear strategic objectives. Therefore, provide information to monitoring systems for forecasting, re-forecasting, contingency planning and early indicators.
6.	To establish a fundraising team within the Cultural Trust which enables the Trust to become increasingly more sustainable and thus build its reserves. To thereby continuously improve the effectiveness of existing fundraising operations.

Dimensions

Other

The nature of the work undertaken by the post holder will be required to work flexibly to meet the needs of the department and the business. This might include occasional evenings and weekends.

Location

The post holder will be located at the Guildhall in Portsmouth

Context

The Portsmouth Cultural Trust is a charity established in Spring 2011 to manage the Portsmouth Guildhall. Portsmouth City Council helped establish the Trust with the aim of improving one of its most important assets and thereby granted a 25 year lease for the Guildhall.

The Cultural Trust is governed by a Board of Trustees who are vastly experienced in several areas including business, arts, construction, marketing, HR, finance and the charitable sector. At the outset the Trust challenged itself with improving the Guildhall and to address issues such as business sustainability, customer comfort, access and diversification.

The Guildhall has a rich and varied past. Designed in a neo-classical style by architect William Hill the Guildhall opened in August 1890. During the Second World War the building was hit in succession by three incendiary bombs. The resulting fire completely gutted the building. Reconstruction began in 1955 and Her Majesty the Queen reopened the building in June 1959. The interior was completely revised whilst much of the external structure remained. The Guildhall remains the centre of civic pride.

Since 1959 the Guildhall has played host to some of the largest rock, pop, comedy and classical music artists of the day. The Beatles, the Rolling Stones, Pink Floyd, Oasis, Mumford and Sons, Royal Blood, the London Symphony Orchestra and the Bournemouth Symphony Orchestra have all performed on the Guildhall's stage. During the year 2013-14 the Guildhall featured 111 concerts, 61 conferences and events, 234 room hires and 8 exhibitions with nearly 220,000 people attending.

We are planning a major redevelopment of the Guildhall over the next ten years through a phased programme of works. Foster Wilson Architects have created an Options Plan which features a ten year masterplan. Our plans are to improve most aspects of the Guildhall to enable improved customer comfort, increased commercial returns from business events and secondary spend and a significantly wider cultural offer.

Our people are highly valued and we are a values led organisation. At the heart of everything we do are our values;

To educate. We aim to educate people in the arts through performance and creative participation.

To inspire. We aim to inspire our community through our work and our passion for the arts.

To collaborate. We work with partners so that we can achieve more together.

To develop. We aim to develop our people so that they can contribute more towards our success.

To diversify. We will continue to diversify our offer, and thereby engage with our audience and client base.

Person Specification

This acts as selection criteria and gives an outline of the type of person the characteristic 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>Experience of developing and implementing fundraising and campaign strategies at a senior level.</p> <p>Proven experience of fundraising across a range of funding sources including trusts, foundations and major grant giving agencies (Heritage Lottery Fund, Arts Council England)</p> <p>Significant experience of leading on large scale fundraising campaigns (£1m plus)</p> <p>Experience of working with the corporate sector.</p>	<p>Experience of working in the charitable sector.</p>
Skill/ Abilities	<p>Excellent writing and communication skills and able to present to a broad range of people internally and externally/</p> <p>An ability to represent the organisation externally and speak publicly on occasion.</p> <p>A good knowledge of the cultural sector, and an understanding of how this relates to sector specific initiatives.</p> <p>An ability to plan, balance and cope with competing priorities.</p> <p>High standard of numeracy and budgeting skills.</p>	<p>Knowledge of the arts sector</p>
Education and training	<p>Educated to degree level or equivalent qualification or experience.</p>	<p>A fundraising qualification e.g. Diploma in Fundraising</p>

Please refer to our website for the full Job Description and Application Forms:
<http://www.portsmouthguildhall.org.uk/about-us/job-vacancies>

Or contact Michelle Masterton on Michelle.Masterton@portsmouthguildhall.org.uk 02393 870 200/
write to Portsmouth Cultural Trust, Portsmouth Guildhall, Portsmouth, PO1 2AB.

Applicants are required to submit a completed Job Application and Equal Opportunities Monitoring form to Michelle Masterton by Monday 11th May 2015.