



ZENDEH

ZENDEH Freelance Fundraiser Job Description

JOB IDENTIFICATION

Job Title: Freelance Fundraiser
Responsible to: Producer

JOB PURPOSE

The Fundraiser will work as a member of the ZENDEH team directly to the Producer, reporting to Artistic Director (CEO).

The primary source of funding targets will be Trusts & Foundations, and Local and Central Government.

The Fundraiser will have access to our office, in Newcastle. Working from home will be considered for the right candidate connecting with ZENDEH online.

KEY RESULT AREAS

Implementation of fundraising targets for ZENDEH across three areas of our work Talent Development, Community Engagement and our Touring Productions; this breaks down into the following themes: core staffing, audience development, productions, and nurturing of emerging theatre makers.

Successful achievement of agreed three months and six months income targets for fundraising:

- £10,000 to be secured by 30th March 2018 (please note this target deadline is within the duration of the contract)
- £10,000 to be secured by 30th June 2018 (please note this target deadline is beyond the duration of the contract)

MAIN TASKS

- Research, identify and target prospective funders and funding sources
- Work with the Producer to produce innovative, well-researched and well-matched proposals for prospective supporters
- If relevant work closely with the Producer to develop bespoke events and benefits packages for existing and prospective supporters
- Work with the Producer to develop a close and responsive relationship with the potential supporters, aiming to secure and grow support for the project across different strands



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- Manage regular communications with funders on behalf of ZENDEH
- Work with the Producer to facilitate introductions with prospective funders
- Set up meetings with prospective funders to describe to them the project goals and how they might support them
- Evaluate funding partner relationships, involving colleagues in the process as necessary, to identify areas for improvement
- Build strong relationships with individual funding partners and other stakeholders to strengthen relationships at a high level

KNOWLEDGE, TRAINING, EXPERIENCE AND TECHNICAL SKILLS REQUIRED

Essential:

- Proven experience of fundraising within the Arts and Culture sector
- Previous responsibility for a fundraising target of over £20,000
- Good record of securing funds from the corporate sector
- Excellent knowledge of the UK fundraising sectors
- Experience of devising and implementing fundraising strategy
- Knowledge and understanding of trusts, public sector funders and individual giving
- Demonstrable track record of writing successful grant applications
- Ability to work to a high standard under pressure to ensure deadlines and targets met
- Excellent interpersonal, influencing and negotiating skills
- Experience of managing and developing fundraising databases
- Strong administrative and word processing skills, proficient in all Microsoft Office packages, including Excel and familiar with preparing PowerPoint presentations
- Excellent writing, editing and presentation skills

Desirable:

- Membership of the Institute of Fundraising
- Knowledge and understanding of the Creative Case for Diversity