



## **Funding Development Officer Job Description**

**Job Title:** Funding Development Officer  
**Type:** PAYE  
**Reports to:** Head of Operations & Development  
**Hours:** 2 days per week  
**Salary:** £27,000 per annum, pro rata  
**Holiday:** Up to 28 days, pro rata

### **Summary of the Role**

The Funding Development Officer supports the Head of Operations & Development in all aspects of fundraising from Trusts & Foundations. The role includes completing funding applications, maintaining and further developing a database of trusts and achieving key trust funding targets.

### **Key Duties & Responsibilities**

#### **1. Research**

- With the Head of Operations and Development, identify, applications to trusts and foundations, City Council, Arts Council or other funding bodies in line with the agreed funding needs of the organisation.
- Liaise with all departments to gather information in support of applications and draft excellent proposals based on this information.
- Liaise with the Development & Sales Manager to ensure relevant information is shared and followed up.
- Proactively identify funding opportunities within Brighton Fringe's activities, maintaining effective liaison with other departments.

#### **2. Administration**

- Maintain a database of trusts and foundations, ensuring that income, pledges and asks are recorded.  
With the Head of Operations, create a calendar of applications to be made, prioritising applications by project, work involved and amount required.

#### **3. Writing Applications**

- Create budgets in support of funding applications, liaising with relevant departments, the Head of Operations & Development and the CEO.
- Write dynamic and well researched funding applications for trusts, grants and foundations including Arts Council England and local authority funding.

#### **4. Funding fulfilment**

- Work with all departments to ensure all agreements to funders are carried out in agreed timeframes.
- Ensure support is suitably credited in the printed brochure, online and elsewhere, and is correct and up to date.

## **5. Evaluation & Reporting**

- Ensure that colleagues across the Brighton Fringe team are aware of the evaluation and accreditation requirements of grants and can provide timely and clear information as and when needed.
- Collate and write detailed reports for funders.
- Ensure all monitoring reports and evaluations are submitted on time.
- Contribute to the collation and preparation of statistical information relating to fundraising activity for the Head of Operations & Development, CEO and the Board and any other essential requirements of stakeholders, sponsors and business partners.
- Monitor and provide reporting on income and expenditure against the trusts & foundations target.

## **6. Relationship Management**

- Take responsibility for administration of the Trusts & Foundations portfolio, including thank you letters and reporting timetables.
- Ensure that trusts and foundations representatives are invited to Brighton Fringe events, as appropriate.
- Support the planning of development team cultivation events, partner's nights and other events as they arise and be available to attend evening events.
- With the Head of Operations & Development, maintain credible high level contact and dialogue with the key trusts & foundations stakeholders that support Brighton Fringe.

## **7. General**

- Further develop and implement the fundraising strategy to successfully secure public funding and income from trusts and foundations.
- Undertake any other duties in line with the responsibilities of the post as requested by the Head of Operations & Development, CEO or Board.
- Attend training when required and endeavor to use newly acquired knowledge at work.
- Setting up / improving systems for planning and evaluating work.
- Attend meetings with staff and Board when necessary.
- Be available for the duration of Brighton Fringe throughout May and June each year.
- Awareness at all times of the organisation's policies and procedures such as the equalities policy and ensure this underpins all other practices, policies and procedures.

## **Key Working Relationships**

1. Head of Operations & Developments
2. Development & Sales Manager
3. Box Office Manager
4. Marketing Manager
5. CEO
6. Brighton Fringe Board of Directors
7. All other staff and volunteers

## **Person Specification**

### **Essential**

- Excellent communication skills, including written skills.
- Excellent organisational and administration skills, including ICT skills.
- Ability to work accurately under pressure and to meet deadlines.
- Knowledge of CRM systems and databases.
- Professional and confident telephone manner.
- Experience and confidence to develop lasting relationships with funders, sponsors and partners.

- Previous experience of fundraising, preferably in an arts environment.
- Good attention to detail.
- Ability to work under pressure and to tight deadlines.
- Availability to travel and to work flexible hours when required.
- Ability to work independently or as part of a team when required.
- Confident and self-motivated.
- Persistent and able to handle rejection.
- Friendly personality and team player.
- Commitment to Brighton Fringe's open access ethos.

**Desirable**

- Knowledge of, or interest in, the festival and arts sector, within Brighton & Hove in particular.
- Experience of working within very small teams or organisations.
- Experience of working for a not-for-profit organisation.