



## Play a part

Job Title:	Fundraising Executive
Reports to (Title):	Fundraising and Development Manager
Reports to (Name):	Ali Didar
Term	Permanent- full time - 35 hours per week (excluding breaks) with some evening and weekend work.
Salary:	£32,000 + 5% employer pension contribution
Annual leave	21 days + Bank Holidays and 3 days between Christmas and New Year (Discretionary)
Probation period	6 months

### Primary function of the role

We are seeking a dynamic and outgoing Fundraising Executive to support the Fundraising and Development Manager in delivering the outcomes of our new and ambitious Fundraising Strategy. They will proactively assist with a range of fundraising activities including, nurturing existing funder and donor relationships, developing new funding streams through robust prospecting and networking, maintaining donor data and communications. Although largely focused on Trusts and Foundations (70%), a key element of this role is to support the wider team in diversifying the income through individual giving, corporate foundations, major donors, and events.

We are looking for an individual who is enterprising, highly organised and an excellent communicator and who has a drive and passion to develop their skills in fundraising to benefit care leavers and at risk young people to lead successful, independent lives.

### About The Big House

The Big House has a simple mission: to enable care leavers to fulfil their potential.

The statistics are stark and speak for themselves. While only 1% of children in England & Wales have been in care, they account for 27% of the adult prison population and half of all prisoners under 25. A shocking 46% of care leavers remain continuously NEET (not in education, employment or training) and they are four times more likely to commit suicide.



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Through drama and tailored long-term support we help care leavers overcome traumas experienced in childhood so they can make the complex transition from looked-after child to independent adult. The Big House's main activities are: weekly drop-in drama and employment workshops and the 3-month Open House Project which runs twice yearly.

In each Open House Project, 15 care leavers and other vulnerable young people facing problems such as homelessness or family breakdown, participate in an intensive 3-month programme of drama participation, pastoral support and life/employment skills workshops which culminates in a three week run of a full-scale theatre production. Each young person who takes part in this project is matched with a personal mentor and offered support from a psychotherapist. This helps transform their lives; equipping them with the skills needed to become job ready, lead independent lives and fulfil their potential.

Through our work we have seen the transformational effect that drama can have on at risk young people's lives. The strict discipline required to produce professional theatre imparts vital transferable skills including time keeping, focus, team working, effective communication, ability to regulate emotions and make better informed decisions; empowering and equipping the young people with the skills needed to become self-reliant. We have found drama to be an excellent tool for engaging young people in the project, bringing them from the margins to the centre of society. Since being established in November 2012, The Big House has gone from start-up to award-winning charity.

### Reputation

*"Care leavers have a stigma, but here there are so many people who want to do good and do well in life, but [before coming to The Big House] they just didn't have the connections and support system. I've seen amazing changes in people."* C, aged 21

*"(Bullet Tongue) is a great night out, and sometimes a shocking one too ... a brilliantly spikey piece of promenade theatre created by The Big House, a charity working with care-leavers and young people at risk, gives it straight to us from the horse's mouth."* Lyn Gardner- Theatre Critic

*"Visceral storytelling. Shot through with moments of pure theatre, graced with vivid, moving performances by an excellent young cast."* Jez Butterworth - Playwright

*"I'm convinced The Big House is plugged into the community in a way that other charities are not. A genuine life transformer, helping the lost to locate a path and stick to it."* Sir Lenny Henry CBE



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### Job Description

Key responsibilities include but are not limited to:

#### Fundraising and Development:

Independently secure high value grants and responsibility to raise multi-year funding in line with forecasted budget

Support the Fundraising and Development Manager across all income streams, ensuring that there is regular contact with major trust prospects and current supporters.

Work in collaboration with the Fundraising and Development Manager and other colleagues, to create and implement a cultivation plan and fundraising materials to engage with both prospective and lapsed funders.

Work with the Fundraising and Development Manager to develop new income streams and work with the wider TBH team to ensure they are part of the process.

Agree an annual work plan and targets with the Fundraising and Development Manager and work closely with them to adjust plans when necessary (e.g. due to unexpected campaigns or application delays).

Own the administration of the fundraising pipeline ensuring there is a healthy list of prospects to increase income

Work with the Creative team to develop case for support for new and developing projects

Generate new leads and drive the trusts and foundations prospecting process, ensuring that meetings and communications with priority trust prospects are arranged and take place throughout the year.

Responsible for building relationships with small/medium grant portfolios ranging from £1,000 - £50,000

Responsible for writing applications to request funds for the core project delivery, and other project/core requirements for TBH alongside the Fundraising and Development Manager.

Work with colleagues across TBH to ensure awarded grants are administered properly, including accurate reports submitted in a timely manner, drawdown of funds is processed and confirmed and funder terms and conditions are met.

Coordinate opportunities throughout the year for funder representatives to come into contact with TBH's work, including cultivation events and the bi-annual productions.

Ensure all required reporting is delivered to the funder to meet specific deadlines; this will require working across the organisation to ensure appropriate information is collected in good time.

Develop strong relationships with current and historic funders, cultivating relationships with new or prospective funders with a view to achieving fruitful long-term engagement.

#### Research:

To keep up-to-date with relevant changes in legislation in relation to fundraising disciplines.



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To identify strong new funding opportunities in line with the charity's priorities.

To keep abreast of developments in policy and practice for care leavers. To read published reports on care leavers.

To ensure up to date statistical information is used in funding applications and reports.

To seek opportunities to be involved in research projects, either as one of many organisations, or independent research focusing on the impact of The Big House and it's work.

### Administration and General:

Maintain the Donor Pipeline to ensure accurate records of all Fundraising activity including, logging actions, prospects and gift details in order that TBH team have a clear and accurate picture of fundraising activity, and remains compliant with GDPR.

Maintain TBH database with up to date contact information of funders and communications to ensure effective and efficient fundraising.

Assist in ensuring supporter records are kept up to date, including communication preferences.

Assist in keeping donation records up to date including administration such as logging cash donations, liaising with the Finance and Operations Director, reconciling data with online platforms such as JustGiving and managing gift aid declarations.

Draft communications to supporters and other fundraising materials as required. Represent The Big House at internal and external events.

Any other duties as required.

Some out of hours working may be required on evenings and weekends.



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### Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Minimum 5 GCSEs or equivalent (grade C or above)</li> </ul>	<ul style="list-style-type: none"> <li>• Education to Degree level or equivalent</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Good knowledge of Trusts &amp; Foundations funding, timescales and reporting requirements.</li> <li>• Awareness of the General Data Protection Regulations, particularly with reference to charities and fundraising</li> </ul>	
Skills/abilities/competencies	<ul style="list-style-type: none"> <li>• Excellent numeracy and budgetary skills</li> <li>• Skilled in prioritising effectively within highly reactive environments and able to be administratively self-sufficient</li> <li>• Ability to work with others to develop strategic vision</li> <li>• Ability to network both within the organisation and externally</li> <li>• Ability and passion to drive for improvement</li> <li>• Outstanding communication skills (written and verbal) to engage with funders and supporters</li> <li>• Strong copywriting and research skills to be able to write compelling applications</li> <li>• Attention to detail, drive, an eye for quality</li> <li>• Confident and successful use of IT systems and packages, including Microsoft Office (Excel, Word, Powerpoint).</li> </ul>	



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Experience	<ul style="list-style-type: none"><li>● Experience of achieving set income targets in a fundraising role and a strong track record of cultivating relationships with trustees/trust representatives, and independently securing major multi-year 5 and 6-figure grants.</li><li>● Experience of a range of fundraising markets</li></ul>	<ul style="list-style-type: none"><li>● Experience of working for a small charity</li><li>● Experience of securing corporate funding</li><li>● Experience of securing public sector funding</li></ul>
Personal Attributes	<ul style="list-style-type: none"><li>● Team player capable of leading.</li><li>● Flexible and able to adapt in a fast paced and responsive environment.</li><li>● Creative thinker who is able to articulate compelling and persuasive cases for funding and support.</li><li>● Diplomatic and empathetic and patient.</li><li>● Enthusiasm and passion for the work of The Big House.</li><li>● A passion for the arts and the impact it can have on individuals and communities.</li><li>● Inclusive approach which welcomes and relates to people from many different backgrounds.</li><li>● Ability to maintain professional boundaries and maintain a high level of confidentiality and discretion at all times.</li></ul>	

**This post is subject to satisfactory references and an enhanced DBS clearance check.**



## Play a part

### **How To Apply:**

Please submit your most recent CV and Cover Letter (no more than 1 side of A4) which outlines your experience to date, how this relates to the duties and person specification of this role and why you are interested in working with The Big House.

Send applications to Ali Didar - [ali@thebighouse.uk.com](mailto:ali@thebighouse.uk.com)

Please make the subject line - 'Confidential' -

**Closing date:** Rolling

**Interviews:** We will be screening candidates as and when we receive suitable applications. Note if you have not heard from us within 10 working days, you should deem your application as unsuccessful.

**Start date:** ASAP / depending on notice period.

The Big House is an equal opportunities employer. We welcome applications from all groups, especially those underrepresented in the arts, and actively encourage those from diverse backgrounds to apply.