

Funding Manager

Job description:

Responsible to:	Centre Manager
Hours:	16 hours per week - flexible for the right candidate
Place of work:	Ropetackle Arts Centre
Salary:	£22,000 per annum, pro-rata
Holidays:	21 days per annum plus statutory bank holidays (pro rata)

We are open to applications from freelancers.

Main purpose of role:

An exciting opportunity to play a key role at Adur's vibrant, award-winning arts venue. As Funding Manager you will help develop Ropetackle's fundraising strategy, manage and deliver funding applications, identify new and potential sources of funding, manage Ropetackle's Friends and Patrons and Business Friends scheme, and develop and strengthen existing funding streams.

Opened in 2007, Ropetackle has established itself as one of the most successful performing arts venues in the South East, welcoming audiences of over 40,000 per year. Ropetackle is a unique community run organisation with a small team of employees and a dedicated team of 80 volunteers. As a registered charity, funding is vital to Ropetackle's operation, so this is a key role in the organisation where you can make a real difference.

Main responsibilities:

Jointly with Trustees, preparing Ropetackle's funding strategy, including development of existing and new funding streams.

Compile and maintain a list of relevant funding bodies (with criteria attuned to Ropetackle's operation and projects).

Managing funding bids and, where appropriate, liaising with external bid writers.

Managing compliance with grant conditions (including evaluations, reporting dates, etc.)

Working with Trustees on Ropetackle's Friends and Patrons scheme, including:

- Managing subscriptions
- Communications
- Managing the scheme generally

Working with Trustees on Ropetackle's Business Friends and Sponsors scheme, including:

- Researching potential sponsors
- Participating in negotiations
- Managing subscription timetable
- Managing the scheme generally

The post-holder will be expected to work flexibly. The job description may be amended and adapted to account for changing circumstances.

Personal specification:

Essential

- At least two years demonstrable fundraising experience, preferable in an arts context
- Excellent written and verbal communication skills
- Driven and self-motivated, able to identify opportunities proactively
- Exceptional organisation and time management skills with a proven ability to meet deadlines
- Strong interpersonal skills with the ability to build and maintain relationships at all levels
- Able to balance multiple priorities in a fast-paced environment
- Strong attention to detail and numeracy skills, with experience working on budgets
- Reliable and able to work flexibly as part of a team
- Strong IT skills including Microsoft Office and Google Suite
- Able to work under pressure and adapt to changing situations

Desirable

- Previous experience working within an arts charity
- Experience using CRM or ticketing systems
- An understanding of arts funding networks
- Enthusiasm for working in the arts

How to apply:

Please send your CV and a cover letter outlining how you meet the requirements of this role to: centremanager@ropetacklecentre.co.uk

The closing date for applications is: **30 July 2021**