Development and Fundraising Coordinator

Job Pack

ArtsEd is a brilliant place to work, full of talented people doing what they love most in the world. For over 100 years, ArtsEd has been at the forefront of performing arts training in the UK, nurturing talent, and inspiring confidence. One of the UK's leading centres of conservatoire education, the training we provide is world-class, inclusive, contemporary, and focused on the constantly evolving needs of the industry in the 21st century.

ArtsEd employs around 170 people in a variety of teaching and support roles, as well as many more on a freelance basis. We expect a great deal from our staff, and in return, we provide a fulfilling, supportive, welcoming, and engaging environment, where people feel comfortable to be creative, open, and able to give their best.



ArtsEd Higher Education

ArtsEd is one of the UK's leading providers of degree-level conservatoire education. Our Foundation, BA and MA courses in Musical Theatre and Acting, create graduates who are innovative and resilient performers. We prepare our students for both the physical and mental rigours of the performing arts industry through a combination of outstanding vocational training and focused pastoral care. The success of our approach has led to our alumni playing a key role in the success of the UK's creative economy for many years and they include choreographers, directors, and producers, as well as performers.

The future of this country's theatre
tradition depends on centres of excellence such as ArtsEd.
Lord Lloyd Webber, ArtsEd President

ArtsEd Day School & Sixth Form

Our Day School & Sixth Form is a national centre of excellence for the study of the performing arts. Founded over 100 years ago, ArtsEd's ethos remains much the same today as it was then: to provide a broad and balanced education, stretching pupils to achieve their academic, artistic, and personal potential.

An independent day school like no other; ArtsEd is an international leader in performing arts education and a local and national leader in its wider academic provision. Our pupils enjoy a high-quality vocational programme delivered by committed and creative professionals, whose expertise instils in our pupils a passion for performance that feeds into all aspects of their educational and personal development. Our students spend time every day doing what they love, encouraging their development into happy, collaborative, and well-rounded individuals, fully committed to holistic education and, at 16+ or 18+, armed with a set of skills and experiences that prepare them for whatever pathway they choose to follow.

What do we offer?

The energy and passion at ArtsEd are tangible. We are a small, close-knit team, committed to supporting all our students to achieve their best. We offer competitive salaries, and our size means that we are able to provide tailored opportunities for staff to develop their skills and experience through internal and external programmes.

The health & well-being of our staff is a key focus and we have teamed up with Simply Health to offer a family-wide health plan that includes:

- A full Employee Assistance Programme, including face-to-face counselling and unlimited telephone support
- A cash health care plan (contributions towards a range of therapies, including physiotherapy, and chiropractic appointments, dental and optical checks plus loads more)
- 24/7 GP appointments via telephone/webcam
- Lifestyle Discounts including gym memberships

In addition, staff are eligible for the following:

- Cycle to Work Scheme
- A 5% matched pension (after the relevant qualifying period)
- Death in Service benefit
- 2 free tickets for you and one other for each production
- Full school closure for a week in the Summer and for two weeks over Christmas
- Subsided breakfast and hot meals at lunch
- 50% off school fees for children of employee's studying at ArtsEd
- Annual flu vaccinations
- Access to school library with a wide range of books/DVD'S/ Plays and sheet music etc.

Development and Fundraising Coordinator	
Department	Development Department
Reports to:	Head of Development
Working Pattern:	Full Time
Hours:	40 hours Monday to Friday
Salary:	£30,000

ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2022 regulations and to hold an enhanced DBS.

Summary of the role:

ArtsEd is seeking a passionate and dynamic Development and Fundraising Coordinator to join our development team. The successful candidate will play a pivotal role in supporting our fundraising efforts and contributing to the sustainable growth and success of ArtsEd. This position offers an exciting opportunity to make a meaningful impact within a vibrant and creative environment.

Key Responsibilities:

All staff are required to promote and safeguard the welfare of children and young persons for whom they are responsible and with whom they come into contact.

1. **Donor Management:** Cultivate and maintain relationships with donors, sponsors, and funding partners, ensuring timely communication and stewardship. Manage personal portfolio of mid-level donors. Where possible, look for opportunities to uplift donors to maximise giving, through excellent stewardship and cultivation.
2. **Grant Writing:** Research, write, and submit grant proposals to foundations, corporations, and government agencies to secure funding for ArtsEd initiatives.
3. **Fundraising Campaigns:** Plan, coordinate, and execute fundraising campaigns, events, and initiatives to engage donors and raise funds in support of ArtsEd programs and projects.
4. **Database Management:** Manage donor database, ensuring accurate and up-to-date records of donor information, contributions, and interactions.
5. **Communication and Reporting:** Prepare regular communications and reports on fundraising activities, progress, and outcomes for internal stakeholders and external partners.
6. **Collaboration:** Collaborate closely with the Head of Development and other team members to develop and implement strategic fundraising strategies aligned with ArtsEd's goals and objectives. Build relationships with staff members and students to source and manage information about our programmes, keeping informed of all developments. Collaborate to ensure consistent stewardship through tailored written communications, bespoke digital assets, and engaging events to enable repeat or uplift giving.
7. **Research and Analysis:** Conduct research and analysis to identify new funding opportunities, trends in philanthropy, and best practices in fundraising. Untertake research for writing of Impact Reports for supporters. Proactively seek and recommend content which will help provide compelling communications to supporters e.g. case studies/ interviews/ alumni news. Develop and manage a portfolio of case studies and statistics to support tailored communications for donors to provide breadth to their support. Conduct prospect research, develop a robust prospecting process and maintain accurate records on fundraising database.
8. **Development and Fundraising Events:** Assist the Head of Development and the wider institution with running a series of internal and external fundraising events.

Secondary Duties
• All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace. • All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. • All staff must adhere to the staff Code of Conduct • All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD. • All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school. • All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post. • ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS. • You may also be required to undertake such other comparable duties as your line manager requires from time to time.

Person Specification

	Essential or Desirable	**Assessment Method: Qualifications/ Interview/ Activity**
Experience/Qualifications		
Experience in fundraising, development or related fields (preferably within the arts or nonprofit sector)	Essential	Interview
Bachelor's degree in a relevant field (e.g., Arts Management, Nonprofit Management, Business Administration) or equivalent experience.	Essential	Interview
Skills and abilities		
Strong written and verbal communication skills, with the ability to articulate compelling cases for support	Essential	Interview
Excellent organisational skills and attention to detail, with the ability to manage multiple projects simultaneously.	Essential	Interview
Proficiency in Microsoft Office suite and fundraising software (e.g., E-tapestry).	Essential	Interview
Demonstrated ability to work effectively both independently and as part of a collaborative team.	Essential	Interview