



# JOB DESCRIPTION.

<b>JOB TITLE</b>	<b>Trusts and Foundations Manager</b>
<b>REPORTS TO</b>	<b>Co-Director of Development</b>
<b>DIRECT REPORTS</b>	<b>None</b>
<b>DEPARTMENT</b>	<b>Development</b>

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## **BACKGROUND**

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

Shakespeare's Globe is an educational charity administered by the Shakespeare Globe Trust. Shakespeare's Globe receives no annual subsidy from the Arts Council for our core artistic and educational work or for current capital projects. The Development department therefore must seek new sources of non-core funds and resources to support all the activities and capital projects for Shakespeare's Globe. The department is also responsible for initiating and developing short and long-term strategies and plans to secure funding projects that meet and develop the objectives of Shakespeare's Globe and to engage the wider organisation with the importance of fundraising to secure a long term and sustainable future.

## **PURPOSE OF JOB**

The Trust and Foundations Manager is responsible for supporting the Globe's fundraising strategy, working with the Co-Director of Development to identify suitable projects, explore suitable funders, and write funding applications to ultimately maximise grants from Trusts and Foundations.

## **PRINCIPAL RESPONSIBILITIES**

- Take the lead in securing gifts from Trusts and Foundations by building a funding pipeline, seeking prospects, cultivating relationships, writing applications, receiving funds, and preparing evaluation reports.
- Work with colleagues to establish aspects such as the case for support, monitoring and evaluation frameworks and reports, developing fundraising projects and creating opportunities.
- Be responsible for meeting income targets from grant-makers and all associated reporting.
- To contribute to statutory applications and reporting.
- Create proposals which meet funder objectives and accurately represent the work of Shakespeare's Globe in a compelling manner.
- Establish the case for support around programmes for use by the organisation.
- To build and maintain relationships with Trust and Foundation donors and prospects, including regular updates, invitations, as well as, where appropriate, arranging and providing in-person visits.
- To work with the Co-Director of Development in submitting large scale applications for the capital redevelopment of the Globe site.
- To identify and provide detailed research on Trust and Foundation prospects

- Work with the Co-Director of Development to develop and implement long-term planning for Trusts and Foundations.
- To ensure our Customer Relationship Management database, Tessitura is kept up to date with all relevant information, including approaches, pledges, and donations.
- Identify opportunities for cross-cultivation, particularly with individuals and corporates.
- To provide insight and advice on the Trust and Foundation funding sector.
- To represent Shakespeare's Globe at external meetings with Trust and Foundation focus groups.
- To work with finance to manage and ensure the timely and appropriate spending of gifts dedicated Trust and Foundations.
- To manage all donor acknowledgement and recognition.
- Reporting and presenting to the Development Board.

## **PERSON SPECIFICATION**

- Experience of working in a role that is involved with securing grants from Trusts and Foundations, preferably in the arts or higher education sectors.
- Knowledge of Trusts, Foundations and other grant-making bodies.
- Experience of creating effective and successful funding applications.
- Experience of researching new funders and developing relationships with them.
- Experience of using a Customer Relationship Management (CRM) system.
- The ability to develop and maintain good working relationships with colleagues, partners and stakeholders.
- Ability to work both independently and collaboratively with colleagues and stakeholders to support fundraising goals.
- A creative thinker with a flexible attitude and the ability to work in a changing environment.
- Ability to deliver excellent donor care and stewardship.
- Excellent communication skills both written and oral with excellent attention to detail.
- The ability to influence and build strong relationships with a diverse range of stakeholder groups internally and externally.
- Excellent numeracy and analytical skill.
- The ability to maintain professionalism and confidentiality when dealing with sensitive information and business matters.

### **Embodies these essential Globe ways of working:**

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others
- Thoughtfulness, reflecting, and problem solving
- Influencing and communicating with others
- Delivering high-quality output

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

## **RECRUITMENT INFORMATION AND TERMS AND CONDITIONS**

### **Permanent / Full time (Happy to talk flexible working)**

[A full set of terms and conditions will be supplied with a contract of employment]

- Hours:** 35 hours exclusive of meal breaks, Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.
- Salary:** £36,000 per annum
- Holiday:** The annual holiday leave is 25 days per calendar year plus Bank Holidays.
- Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; family friendly policies including enhanced maternity and shared parental leave pay; season ticket

loans available; eye test scheme; flu vaccination scheme; cycle to work scheme; Littlebird exclusive discount; enhanced employer pension contributions after 12 months service.

**This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.**

**As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.**