

FUNDRAISING ASSISTANT (TRUSTS/FOUNDATIONS) REF: FA02-18

Are you a self-motivated, target-driven individual looking for an opportunity to use your fundraising skills and experience within a dynamic, award-winning creative arts charity? Would you like to make a difference to the lives of children and adults who are disadvantaged and vulnerable?

Background

Create is the UK's leading charity empowering lives through the creative arts.

We know that unleashing creativity ignites imaginations, develops confidence and builds relationships. Like setting off a firework, our professional artists light the touch paper and our participants discover new found self-belief and a desire to try more, do more and be more.

We put our ambition into practice by working with seven groups of vulnerable people: young patients; disabled children and adults; young and adult carers; schoolchildren (and their teachers) in areas of deprivation; vulnerable older people; young and adult offenders (and their families); and marginalised children and adults.

We're a national charity that champions local priorities by collaborating with our partners to tailor every project to each individual's needs. Everything we do is rigorously evaluated because we're passionate about providing inspiring and empowering creative experiences that have a lasting impact.

We know from experience that drama can build an isolated young carer's self-esteem, that storytelling can strengthen the bond between a young offender and the loved ones waiting for him at home and that music can help ease the anguish of a parent of a child with a life-limiting condition.

One spark of creative energy opens up a world of positive opportunities. Create lights that spark.

www.createarts.org.uk.

Summary of Position

Create is seeking an exceptional, target-driven individual for the role of Fundraising Assistant (Trusts/Foundations). This full time position would suit a graduate with outstanding writing skills who is keen to hone their bid writing skills and experience, with a particular emphasis on Trust/Foundation applications and stewardship. You will have a passion for arts education and a knowledge of the arts, together with outstanding interpersonal, presentation and organisational skills and the ability to communicate effectively and persuasively. All Create personnel are required to have a DBS check, which Create will carry out upon appointment.

Salary

£18,600 pa

Reporting Lines

- Responsible to Chief Executive
- Reports to Development Manager

Main Tasks Involved

- Securing project and core funding from charitable trusts/foundations.
- Driving approaches through written correspondence and telephone conversations, ensuring that approaches are personal, tailored and tracked.
- Preparing proposals, applications and presentations.
- If appropriate, attending meetings with funders and prospects, cultivation events, project days and networking events.
- Liaising with funders and Create personnel to ensure that agreed benefits are delivered to the highest standards in line with Create's stewardship programme.

Chairman: Eddie Donaldson **Chief Executive:** Nicky Goulder **Ambassador:** Alistair DK Johnston CMG **Patrons:** Sir Matthew Bourne OBE . Esther Freud Dame Evelyn Glennie . Howard Goodall CBE . Ken Howard OBE RA . Erwin James . Shobana Jeyasingh MBE . Tim Marlow . Nicholas McCarthy . Lord Moynihan . Susannah Simons **Trustees:** John Broadis . Eddie Donaldson . Tim Jones . Marit Meyer-Bell . Vanessa Sharp . Carol Topolski

A company limited by guarantee and registered in England & Wales Company Registration No 4728145 Registered Office at business address Charity Registration No 1099733 VAT Registration No 820 2394 59



DEVELOPMENT ASSISTANT (TRUSTS/FOUNDATIONS) REF: DA1-18

- Preparing invitations, contracts, thank you letters and evaluation reports.
- Ensuring that all written documentation, both external and internal, is produced within Create's house-style and meticulously checked before distribution.
- Ensuring that all funding is received in a timely manner.
- Securing auction and raffle items for Create's annual Fundraising Gala Dinner and other fundraising events.
- Assisting in the implementation of fundraising events.
- When requested, assisting with other fundraising streams including individual, corporate, public funding, legacies and events.
- Maintaining the Act! contact management database with details of all funders and targets including approaches made, funding secured, correspondence, telephone contact, etc.

Other

- Office duties.
- Undertaking any other duties as may be reasonably required by the Chief Executive.



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PERSON SPECIFICATION

Summary of Candidate

Create is seeking an outstanding graduate with the following attributes:

Essential Qualifications and Experience

- Educated to degree level with an interest in arts education and fundraising.
- Voluntary and/or paid experience in the charitable sector.
- Interest in/knowledge of the arts.
- Office skills and experience.

Desirable Experience

- Experience of fundraising within an arts, education or charity environment, ideally bid writing.
- Experience of relationship management / stewardship.

Skills and Abilities

- Demonstrable interest in the creative arts, arts education and trust/foundation fundraising.
- Target-focused and results-driven with effective time management, prioritisation and planning skills.
- Ability to identify and match funders' interests/objectives with Create's services and projects.
- Persuasive and consistent written, verbal communication and presentation skills.
- Exceptional organisational, administrative and interpersonal skills.
- Ability to work to strict deadlines and remain calm under pressure.
- Ability to work within a small, multi-disciplinary team.
- Ability to prioritise and to work to disparate agendas.
- Self-motivation and ability to work on own initiative.
- Accuracy and meticulous attention to detail.
- Numeracy and research skills.
- A sense of humour.
- Smart appearance and confident manner.
- A flexible attitude to work: evening and weekend work are required on occasions.
- An understanding of equal opportunities issues.
- Computer literacy including Microsoft Word, Excel and the Internet. If needed, training will be given in Act! (Create's contact management system) and InDesign.

Terms & Conditions

- Salary: £18,600 pa.
- 28 days holiday pa pro rata including eight Public Holidays.
- The position is based at Create's offices in the City of London.
- Travel to projects will be required on occasions.
- Office hours are 9.30am - 5.30pm, Monday to Friday with an hour for lunch.
- Time Off In Lieu may be offered for any weekend work required.