

Field	Detail
Job Title	Fundraising and Development Administrator
Reports To	Head of Marketing and Development
Responsible For	No direct reports
Department	Marketing and Development
Location	The majority of the Theatre School's activities are based at the School's Downside Road, Clifton site, with input at other relevant locations as required.
Hours	This is a part-time post, predicated on <b>16 hours each week (2 days)</b> . Occasional evening & weekend work may be required, particularly to support fundraising events.
	Bristol Old Vic Theatre School supports flexible working whilst ensuring that the operational needs of the School are met.
Salary	<b>£10,800 per annum</b> (based on the full-time equivalent of <b>£27,000 per annum</b> )
Benefits	<ul style="list-style-type: none"> <li>• Flexible working hours, according to business needs.</li> <li>• Complimentary tickets to Theatre School productions.</li> <li>• Invitation to annual screening of students' film work.</li> <li>• Join alumni masterclasses arranged for current students.</li> <li>• Discount on all School's Short-courses</li> <li>• Parking space on a first-come-first-served basis. Bring your (well-behaved) dog to work.</li> <li>• Employee Assistance Programme available to all staff.</li> <li>• Staff-led groups.</li> <li>• Supportive and friendly environment.</li> </ul>
Pension	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension.
Holidays	10 days per holiday year plus bank holidays ( <b>pro-rata from FTE allocation of 25 days - based on 16 hours/week</b> )
Notice Period	Two months, after successful completion of probationary period
Probationary Period	Six months
Contract type	Permanent

## **Duties & Responsibilities**

### **Position Overview:**

Working closely with the Head of Marketing and Development and the wider team, the post holder will be responsible for the effective administration and coordination of all fundraising and development activities, helping to secure vital income for the School.

### **Duties:**

#### **Donor and Funder Administration**

- Coordinating proactive and reactive communication with existing funders, individual donors, and prospects, ensuring timely and professional engagement.
- Administering the development department's processes, including accurately updating and maintaining donor records on the CRM database
- Processing donations, issuing invoices, and requesting approval for any necessary refunds or adjustments.
- Generating, segmenting, and pulling fundraising reports and lists for various campaigns and analysis.
- Drafting and sending timely and personalised thank you communications, acknowledging gifts across all levels.

#### **Fundraising Initiatives and Events**

- Providing essential administrative support for fundraising events and campaigns, including logistics, guest list management, and producing event materials.
- Assisting with the logistical planning and execution of donor stewardship activities.
- Supporting the Head of Marketing and Development in research and cultivation activities for potential new supporters.

#### **Applications and Reporting**

- Assisting with the research, compilation, and writing of fundraising and grant applications, primarily for trust and foundation funds, ensuring adherence to guidelines and deadlines.
- Maintaining a grants calendar and tracking the progress of all applications and reporting deadlines.
- Compiling evidence and data required for successful grant reporting and acquittals.

#### **General Administration**

- Aiding and supporting within the team as and when required, to include holiday cover and potentially to work additional days during busy times (e.g., around major events or deadlines).
- Other administration duties and responsibilities as requested and within skillset.

Category	Essential	Desirable
<b>Experience &amp; Knowledge</b>	Minimum of three years' experience in an administrative role at a similar level.	<ul style="list-style-type: none"> <li>- Experience of working in a fundraising or development office. - Experience in an Arts organisation.</li> <li>- Knowledge of Bristol and the South West.</li> <li>- Working knowledge of the Fundraising Code of Practice and the Fundraising Regulator's guidance.</li> </ul>
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>- Very high attention to detail, thoroughness and accuracy in all areas of work.</li> <li>- Excellent written and verbal communication skills, with the ability to communicate sensitively and professionally with donors, trustees, staff, and external stakeholders.</li> <li>- Highly organised and self-motivated, with a calm and logical approach to managing multiple priorities.</li> <li>- Experienced in the use of Google Suite and confident in maintaining donor databases (CRM).</li> <li>- Positive and hands-on attitude when working in a busy and vibrant office.</li> <li>- Ability to adapt workload according to changing priorities, sometimes at short notice.</li> </ul>	Experience in drafting funding applications and stewardship reports.
<b>Values</b>	<ul style="list-style-type: none"> <li>- A passion for Equality, Diversity and Inclusion in the arts and Higher Education.</li> <li>- An understanding of the importance of donor confidentiality and GDPR compliance.</li> </ul>	

<b>Additional Information</b>	<p>This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions where required and update them as they relate to the work as then being performed, or to incorporate any changes being proposed. This will be conducted in consultation with whoever is in post. It is the organisation's aim to reach agreement on changes, however if this is not possible, the organisation reserves the right to insist on changes to job descriptions once the consultation is complete.</p>
<b>Equal Opportunities</b>	<p><b>Bristol Old Vic Theatre School's approach to Recruitment and Selection</b></p> <p>We aim at all times to recruit the person who is most suited to the job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.</p> <p><b>Equality &amp; Diversity</b></p> <p>The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our own workforce and across the wider arts and training sectors: these include, but are not limited to, people who are culturally and ethnically diverse and experience racism in our society, those with LGBTQ+ identities, neurodivergent and/or D/deaf and disabled, those with caring responsibilities and those who have experienced socio and economic barriers.</p> <p>We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital/partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.</p> <p>We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace as far as possible, including premises &amp; equipment, duties, practices or policies.</p>

	<p><b>Selection &amp; Assessment</b></p> <p>We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and employee competencies applicable to the role.</p> <p>The purpose is to accurately predict a candidate's ability to perform the job in question.</p> <p>All interviews will be undertaken by a panel of two or more people, and we will endeavour for the panel to be representative of society.</p> <p>Selection panels will keep written notes on each applicant recording reasons for decisions taken.</p> <p>These are disclosable to the applicant.</p> <p>All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will guarantee an interview.</p> <p>We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, positive action will be taken and we may appoint a candidate with a protected characteristic which is underrepresented within the Theatre School.</p>
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