

Fundraising and Development Manager

Job Description

Aim

To support a sustainable future for Riding Lights Theatre Company by developing innovative fundraising strategies, cultivating meaningful relationships with supporters, partners, foundations, and funding bodies.

The role has been funded by Backstage Trust and is initially funded for 1 year at 0.2fte.

Organisation

Reports to: Executive Director

Direct Reports: None

Key Responsibilities

- Lead on creating and delivering the company's fundraising and development strategy to support artistic, capital and operational ambitions.
- Research, identify, and cultivate relationships with relevant trusts, foundations, and statutory funders.
- Write and submit fundraising applications for:
 - Capital Projects
 - Production and touring funding
 - Project based and participation programmes
 - Core and strategic organisational support
- Maintain strong relationships with existing funders through reporting, stewardship, and impact storytelling.
- Ensure monitoring and evaluation is communicated to the relevant teams and completed in a timely manner.
- Identify and pursue new income streams, including partnerships, sponsorships, and individual giving.

General Duties

- Create and maintain key relationships with external stakeholders
- Work collaboratively with all departments

These key responsibilities are not exhaustive and other duties may be allocated as appropriate to the role.

Person Specification

Essential

- Experience in fundraising in arts, charity, cultural, or faith sector.
- Demonstrable success securing income from trusts and foundations.
- Experience in writing successful funding applications for projects, programmes, and capital.
- Experience building and maintaining relationships with funders and stakeholders.
- Excellent written communication skills.
- Strong organisational skills and attention to detail.
- Strong financial and budgeting skills.

Desirable

- Experience working in an arts organisation.
- Experience of CRM.
- Fundraising qualification.

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