

# RABBLE

## THEATRE

### Job Description - Fundraising Manager

Based in Reading, RABBLE Theatre is one of the UK's most successful regional theatre companies and a Charitable Incorporated Organisation. RABBLE produces four large scale productions a year, alongside running a broad and successful education department, we create award-winning work that is recognised throughout the UK and abroad and regularly reaches audiences of up to 10,000. The very best people are what make RABBLE who we are and so we are looking to expand our current core team as part of our five-year plan.

#### Overview

The Fundraising Manager is a new position and will work closely with the Artistic and Executive Director and the General Manager, as a member of the Senior Management Team. Currently, RABBLE's senior team are each responsible for different fundraising activities. This new role will oversee and coordinate all of our core fundraising, implementing and overseeing the organisation's fundraising strategy, and leading on securing high-level funds'.

RABBLE is nearly 10 years old and currently in an exciting period of growth. Our focus is on accessing funds including capital grants, core funding, project-based funding (including education, community and heritage) which will support us in producing ambitious productions, finding a permanent home for RABBLE, sustaining our core operation, including with an application to Arts Council England's National Portfolio, and expanding our outreach and community work.

Our current funders include:

- Arts Council England - ACE have been a significant funder of RABBLE over the last ten years. There is a strong existing relationship and history of support.
- Grant giving trusts – RABBLE has a history of successful bids with Garfield Weston, Wellcome Trust, D'Oyly Carte Charitable Trust, Earley Charity and the Postcode Lottery. This is how we fund the majority of our projects and core costs and is the most important part of our fundraising strategy.
- Corporate fundraising - we run a successful sponsorship programme for local businesses' and are looking to expand and engage other local businesses.
- Community fundraising - We run a successful friends programme and are looking to develop a fundraising committee led by the friends who will organise other community fundraising events
- Major donor fundraising - We have a number of individuals who support RABBLE and wish to explore relationships with other key supporters who can donate high-value gifts.

RABBLE is a small supportive team, focussed on developing individual skills and abilities. The senior management team is currently made up of:

Executive Director - Dani Davies  
Artistic Director - Toby Davies  
General Manager - Emma Lawrence  
Company Stage Manager - Rebecca Welburn  
Head of Education - Alex Lonsdale  
Community Associate - Tash Marks

Alongside this we work with a large number of freelance artists and creatives, facilitators, teachers, consultants and community organisations to deliver our mission in our community, across Reading, and beyond.

**REPORTS TO:** The Fundraising Manager is accountable to the Executive/Artistic Director.

**KEY WORKING RELATIONSHIPS:** Executive/Artistic Director, General Manager and Community Associate.

## Responsibilities

As RABBLE's charity Fundraising Manager, your responsibilities will include:

- with the Executive Leadership, developing and implementing our overall fundraising strategy for the charity
- researching funders/grant schemes whose criteria match the charity's aims and activities
- creating a database of funders and calendar of grant deadlines
- writing applications and submit to funders / grant-giving trusts including Arts Council England (ACE)
- leading fundraising plan for NPO application.
- supporting us to identify, plan and implement a strategic funding plan to include grant funding applications, individual giving, corporate giving and other income development.
- overseeing all Individual / Corporate / Other Income giving including:
  - motivate and facilitate supporters to maximise the funds they raise
  - inspire new in supporters to raise money, while maintaining and developing relationships with existing supporters
  - manage and update databases to record donor contact and preference information
- launching and coordinate traditional fundraising activities such as bucket collections, raffles etc
- being alert to new opportunities for securing support

## Salary

- £30,000-£40,000 pro rata depending on experience (on an employed basis starting at 2.5 days a week)

## Working hours

- 2.5 days / 20 hours a week. Working hours are flexible to fit your schedule.
- RABBLE is looking for someone to work with the team 2.5 days per week, however with plans to expand the fundraising team over the next 5 years, there is real potential for the role to become full time.
- RABBLE is committed to offering flexible and remote working.

## Skills

### Essential:

- commitment to the RABBLE mission and ethos
- the ability to build and maintain relationships
- creativity, imagination and an entrepreneurial attitude towards fundraising
- a proactive attitude, drive and enthusiasm to carry out projects to conclusion
- the ability to influence others using excellent communication skills
- the capability to work under pressure and meet deadlines
- solid working knowledge of Microsoft Word, Excel, google sheets, google drive.
- ability to develop and manage budgets
- the ability to meet financial targets
- good organisational, administrative, and project management skills
- the ability to motivate others and work as part of a team
- resilience, particularly when faced with setbacks
- sensitivity to the needs of funders, donors, and volunteers

### Desirable:

- A record of successful fundraising, preferably in the arts and/ or education sectors.
- Experience applying to ACE and using Grantium.
- Track record of raising five and six figure sums from funders and donors.
- Knowledge of the NPO application process

**To apply**, please submit a CV and Cover Letter (no more than two sides of A4) or a video personal statement (max 2 mins in length.) detailing your suitability for the role by **5pm on Monday 29th November**. Interviews will commence w.b. 29th November.

For an informal conversation about the role, please contact Dani Davies, Executive Director, on [dani@rabbletheatre.com](mailto:dani@rabbletheatre.com)

[www.rabbletheatre.com](http://www.rabbletheatre.com)