



Carnegie Theatre Trust (Workington)

The team behind the Carnegie Theatre & Arts Centre, Workington

Job Description: Volunteer Fundraiser

Responsible to: Board of Trustees

Carnegie Theatre Trust (Workington) is an independent charity that runs the Carnegie Theatre & Arts Centre. The Trust's mission is to ensure we strive to improve the quality of the welcome and of the service we give to everyone, on-stage and off.

Purpose of the Post

This is now one of the most exciting times in the Carnegie's long history and there is much that we want to do to both restore the venue and ensure that it is fit for the future. Our Volunteer Fundraisers will help promote and source financial support for to make this a reality.

Main Tasks

1. Researching potential funding opportunities and charitable trusts and foundations, in addition to other desk-based research tasks;
2. Maintain a list of funding opportunities suitable for our current or possible future projects.
3. Actively seek out grants, corporate giving schemes and other formal or informal opportunities.
4. Work with the Board of Trustees and Venue Manager to prioritise projects that require funding and match these to potential donors.
5. Draft funding applications as appropriate, gathering necessary information from key stakeholders and contacting funders if required to clarify queries before submission.
6. Submit funding applications and act as a named contact for funders during the decision-making process.
7. Communicate successful grant outcomes to the Board of Trustees and/or Venue Manager and ensure that they understand any conditions of the grant at the outset of any new funded project. Visit funded projects regularly to check on their progress and work with the necessary people to ensure that conditions are being met, to identify any potential problems early on and if necessary seek advice from funders.
8. Work with our Marketing Team to effectively promote funding opportunities, and to ensure that funders are publicly acknowledged in accordance with the Terms and Conditions of the grant.
9. Maintain a diary of report deadlines for all grants received and be responsible for the completion of reports in good time. Liaise with the Board of Trustees and Venue Manager, volunteers and participants to gather the necessary evidence, including photographs and written evidence from all stages of the project.

10. Act as an ambassador for the Carnegie Theatre & Arts Centre both formally and informally, by attending networking events, meeting local VIPs and potential supporters, and taking all opportunities to promote the charity especially in the local area.

Personal qualities required:

- An interest and commitment in the arts and heritage
- Good interpersonal skills, you will be friendly, professional and have a persuasive manner
- Excellent written and verbal skills
- Self-motivated
- Strategic and thorough in recording details
- Excellent organisational and administrative skills
- Experience of managing simple databases in Excel
- Excellent attention to detail
- Previous experience of working or volunteering in the not-for-profit sector or working in arts and heritage sector, is desirable but not essential
- Previous experience in fundraising/event management is desirable but not essential

Hours of Work

This role would ideally be approx. 2-5 hours per week commitment, managed flexibly with remote/home-based working to fit around your work/life responsibilities.

Training

All successful applicants will be invited to attend a training workshop which includes an induction. This will equip volunteers with the skills and knowledge to carry out the role and allow them to meet the Board of Trustees, Staff and other volunteers.

Pay

This is a voluntary position. Expenses can be paid upon agreement.

How to apply

Please contact: volunteer@carnegietheatre.co.uk for more information and an informal chat.

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