

## Fundraising Officer

Thank you for your interest in Dancers' Career Development (DCD). Please find enclosed some general information about DCD, a Job Description and Personal Specification.

### **Applications**

If you wish to apply for the post, please complete the Application Form and Equal Opportunities monitoring form available from [www.thedcd.org.uk/jobs.php](http://www.thedcd.org.uk/jobs.php)

Please submit your completed Application and Equal Opportunities form to Jennifer Curry, Executive Director, Dancers' Career Development at [recruitment@thedcd.org.uk](mailto:recruitment@thedcd.org.uk) by **9am Monday 25<sup>th</sup> September 2017**. Shortlisted applicants will be notified on **Wednesday 27<sup>th</sup> September 2017**. Interviews will be held on **Friday 29<sup>nd</sup> September 2017**.

Please note that we are unable to accept CVs.

Applications received after the closing date will not be considered. Dancers' Career Development is an equal opportunities employer.

### **Mission:**

Dancers' Career Development is the only organisation of its kind in the UK to support dancers to successfully transition into alternative careers after retiring from professional performance.

Dancers' Career Development (DCD) was the first Transition Centre World Wide and is the only organisation of its kind in the UK. Founded in 1973, our remit is to support all professional dancers in the UK to navigate a positive career transition. A world leader in dancer transition and the go-to organisation for career transition support for dancers in the UK, DCD devises and delivers a bold programme of Transition Support Services for all professional dancers, at any stage in their career, including:

- Confidential one to one consultations
- National Coaching Programme
- EVOLVE Workshops across the UK
- Careers Insights Programme
- Networking
- Mentoring in Partnership with One Dance UK
- Action Learning in Partnership with Independent Dance
- Financial Retraining Grants
- 12 month Follow up meetings with dancers

Since our founding DCD has supported over 2,000 professional dancers to successfully transition into new career fields such as floristry, accountancy, cultural and artistic leadership, plumbing and choreography. Case Studies from dancers who have been supported by DCD can be seen here: <http://www.thedcd.org.uk/evidenceimpact.php>

DCD is generously supported by seven Contributing Dance Companies across the UK, as well as Individuals and Trusts & Foundations.

## **Job Description**

**Job Title:** Fundraising Officer

**Reports to:** Executive Director

**Starting Salary:** The equivalent of £30,000 per annum, flexible working (24 hours per week)

### **Job Purpose:**

The Fundraising Officer is a new post within DCD's core team. This individual will lead on all aspects of income generation for the charity; maximising DCD's income through the maintenance and development of a diverse range of funding pools. The post-holder will also have the opportunity to lead on the management of a dynamic programme of activities for DCD Patrons, a new programme which launched in March 2017. The Fundraising Officer will communicate an inspiring fundraising narrative reflecting the strategic priorities, needs and motivations of both DCD and its supporters. This post offers huge scope for being directly involved in shaping and delivering DCD's fundraising strategy moving forward.

This is an enormously exciting and pivotal time at which to join DCD as we are finalising a rebrand (including a new website) to ensure we can actively pursue our ambition to change dancers' lives.

This role is offered on a fixed term 12 month contract.

### **Responsibilities will include:**

#### **Overall:**

- To maintain and increase all Fundraising income. Reporting to the Executive Director, you will nurture relationships with a broad range of individuals, companies and Trusts and Foundations to secure new sources of funding for DCD's core work and special projects, achieving set targets.
- To maximise DCD's income through the maintenance and development of a diverse income pool.
- To create a compelling case for support.
- To compose and communicate an inspiring fundraising narrative reflecting the strategic priorities, needs and motivations of both DCD and its supporters.
- You will champion the delivery of excellent donor experiences on a national and local level, answering donor queries and ensuring donation thanking is communicated and carried out efficiently and effectively.

#### **Current Funders:**

- To support the Executive Director to maintain and develop relationships with all existing funders.
- To ensure timely and effective reporting, ensuring DCD'S compliance with grant terms and conditions prescribed and to steward the relationship to convey the significance of support and further engagement.

#### **Patrons:**

- To lead on the development and cultivation of an interesting and insightful programme of events for DCD's new Patron scheme.
- To manage relationships with DCD Patron's ensuring excellent levels of donor stewardship are delivered in a timely fashion
- You'll coordinate an annual suite of engagement activity including programmed events to ensure donor retention and life time value. You'll focus strongly on delivering first class supporter engagement and cross-team communications, ensuring the growth of fundraised support, generating long term income for Dancers' Career Development.

### **Fundraising Events:**

- To lead on all future Fundraising events at the charity, including large scale Gala evenings.
- To work closely with a Gala Committee to ensure the smooth running and success of the events, including accurate budget management.

### **Other sources of income:**

- To research, identify and draft written applications to Charitable Trusts or Statutory bodies
- To build and oversee the implementation of an effective Legacy Programme at DCD
- To undertake prospect research to identify suitable corporate partnerships for approach in support of DCD funding priorities.

### **Strategy:**

- Working together with the Executive Director, develop and deliver a robust Fundraising strategy supporting DCD's five year business plan. How much this strategic support is required will depend on the experience of the successful candidate and the growth of the role.

### **Other duties:**

- To maintain accurate records on fundraising activity in accordance with Data Protection Legislation.
- Maintain a high profile by attending key events including agreed evening and networking functions.
- Maintaining Accurate Gift Aid records and processing.
- Maintain local & national knowledge of fundraising legislation and opportunities in the Arts & Culture sectors.
- Identify new opportunities to build relationships and partnerships with a range of organisations and individuals to help ensure the long-term sustainability of the organisation.
- Participate in weekly and quarterly staff meetings.
- Any other duties as requested by the Executive Director.

### **Person Specification**

#### **Essential**

- Educated to Degree Level or equivalent professional training.
- 2+ years of Fundraising experience within the cultural sector
- A proven track record of designing and implementing successful fundraising campaigns
- Ability to maintain and develop relationships with individual donors.
- Exceptional bid writing skills
- Consistent high level of customer care and responsiveness
- Experience of managing individual giving schemes
- Demonstrable record of achieving ambitious financial targets
- Good standard of written and spoken English
- Good telephone manner as well as good interpersonal and communication skills
- Strong and accurate communication (verbally and in writing) to a wide variety of audiences
- Personable and confident communicator
- Strong IT skills, including Microsoft Office
- Meticulous attention to detail and self-disciplined
- An ability to deliver on time to agreed targets
- A demonstrable ability to manage and prioritise a diverse and shifting workload.
- Ability to create and see through new initiatives and to act on own initiative
- Ability to work on own and as part of a busy team

#### **Desirable**

- Relevant Fundraising qualifications

- Knowledge of the dance industry

### **Qualities**

- A creative self-starter who acts like a leader
- Results oriented with the ability to make things happen
- A strong interest in the arts and genuine enthusiasm for the work of Dancers' Career Development
- Positive attitude towards work and tasks

### **Common requirements for all posts**

- A creative and self-aware contributor to Dancers' Career Development, committed to the development of the organisation.
- Take a flexible approach to work and be willing to undertake other duties as reasonably requested.
- Lead by example by exemplifying the values of the organisation.
- Take part in training activities as appropriate.
- Work to all legislation and DCD policies, including Employments Rights, Equal Opportunities and Health and Safety.
- To maintain the profile of the work of DCD with external organisations and agencies and be an active and positive ambassador for DCD as required, attending DCD and other relevant events as requested.
- To participate in annual appraisals and regular review and team meetings.
- Any other duties as directed by the Executive Director.

### **Employment details**

#### **Flexible working**

This post is based on 24 hours per week. The expectation is that the candidate will work one full day per week at the transition centre (working hours 09:00-17:00 with a lunch break of up to an hour). The remaining 16 hours will be worked remotely from home, allowing the employee flexibility to split this time as suits their needs, and the emerging requirements of the role.

Note longer hours or evening and weekend work may be necessary, for which time off in lieu can be arranged as appropriate.

You will be expected to provide a suitable environment in which to work. Dancers' Career Development undertakes to provide a laptop computer and mobile telephone for business use in order to equip the individual for the role.

#### **Transition Centre location**

Plouviez House, 19-20 Hatton Place, London EC1N 8RU (Nearest tube stations are Farringdon and Chancery Lane. Overground station is Farringdon)  
Occasional travel within the UK will be required.

#### **Holiday**

28 days per annum, pro rata in addition to all public holidays.

#### **Contract**

12 month fixed term contract.

#### **Notice**

There will be an initial three months' probationary period, during which one week's notice of termination of employment will be required on either side. Following confirmation of the permanent post, six week's notice will be required on either side.

**Salary** The equivalent of £30,000 per annum, (pro-rata based on 24 hours per week)

**Start Date** As soon as possible in October 2017.

## **Benefits**

### **Pension**

The Charity will contribute an amount of 5% of basic salary to a Pension Scheme.

### **Season ticket loan**

An interest free season ticket loan is available.

*The DCD is an equal opportunities employer. In matters of recruitment and employment we will ensure that no individual receives less favourable treatment on the grounds of gender, race, ethnic or national origin, religious beliefs, marital status, sexual orientation, age or disability.*