



ROYAL EXCHANGE THEATRE

Job Description

JOB TITLE: Grants Manager
Responsible to: Development Director
Responsible for: No direct reports but will work closely with the Development Coordinator

INTRODUCTION TO THE ROYAL EXCHANGE THEATRE

The Royal Exchange Theatre sits at the heart of Manchester's culturally dynamic city centre. We are one of the largest and most compelling producing theatre companies in the UK commissioning, creating, and developing original and ambitious theatre in our two permanent theatre spaces – a 750 seat in-the-round space and a 90-seat flexible studio space – as well as throughout the building, across the city and beyond. We have additional space in the Northern Quarter area of the city, Swan Street, which houses our Production Workshop where we design and build all our theatre sets. As well as the workshop, Swan Street also contains another rehearsal/studio space and the theatre's vast Costume Hire Department housing thousands of its on-stage costumes.

JOB CONTEXT

The Development Department raises fundraised income from grant making bodies, businesses and individuals to support the work of the theatre. The department also has shared responsibility for stakeholder management, networking and partnership working. The department is led by the Development Director who works with three managers who each head up three key areas of fundraising activity:

- Grants fundraising – funds are raised mostly by way of applications to Trusts and Foundations;
- Corporate fundraising – both cash and in-kind income is raised by way of a corporate membership scheme and the sponsorship of a range of the theatre's activities; and
- Fundraising from Individuals – funds are raised from individuals by securing major gifts, donations (large and small), gifts in wills, selling plaques and by running a membership scheme which incorporates regular giving.

JOB SUMMARY

The Grants Manager has responsibility for assisting the department to achieve income against targets by raising revenue primarily from private charitable trusts and foundations and non-statutory grant making bodies, as well as contributing more generally with other fundraising initiatives e.g. special events and campaigns.

MAIN DUTIES AND RESPONSIBILITIES

Strategy

- Develop and implement a strategy to support the growth of income from trusts and foundations as part of the overall Development Department's Fundraising Strategy.

Grants Fundraising

- Maintain a good understanding of departmental plans and objectives from across the Company and turn this understanding into compelling cases for support to be used across the Development Department.
- Work with project or programme managers from across the Company to identify and articulate projects with a fundraising need which are in line the Theatre's Business Plan.
- Lead on the writing of all trust and foundation proposals and non-statutory grant applications maximising support for core costs.
- Work creatively with colleagues in the Development Department to grow fundraised income.

Monitoring and Evaluation

- In collaboration with Senior and Programme Managers across the Company, co-ordinate completion of monitoring, reporting and evaluation requirements for grant funders.

Prospecting, Cultivation and Stewardship

- Regularly undertake research to identify private charitable trusts and non-statutory grant makers with the potential to support the theatre.
- Develop a pipeline of prospects to expand and grow the portfolio of trusts, foundations and non-statutory grants funders.
- Utilise a moves management process across the non-statutory grants portfolio to advance prospects and funders in the giving cycle.
- Agree and deliver a range of cultivation tactics including events in liaison with the Development Director and other members of the team.
- Ensure that grants are appropriately acknowledged and credited
- Manage personally excellent relationships with staff and trustees linked to grant funders supporting the Royal Exchange Theatre.
- Provide high quality administrative account management for key donors with private trusts supporting the theatre.

- Maintain excellent records relating to non-statutory grant funders and prospects on the CRM database, ensuring its functionality for financial and moves management is optimised.

Financial Management

- In consultation with the Director of Finance & Administration and the Development Director prioritise non-statutory grant income which contributes to core costs.
- Work closely with the Director of Finance & Administration and/or his team on all aspects of budget development and sign-off for applications.
- Maintain accurate financial records relating to non-statutory grants income.
- In agreement with the Development Director set annual and multi-year grants fundraising targets and reforecasts.
- Monitor and manage all operating costs within given budgets. Work with the Development Director on the setting of expenditure budgets.

Other Duties

- Make a proactive and constructive contribution to the overall strategic direction of the Development team.
- Prepare information for internal reports, including board reports as required.
- Maintain a good relationship with all funders.
- Assist with other project-based and event fundraising as required.
- Maintain a good knowledge of developments in the charitable sector, business sector, city region and other fundraising initiatives relevant to the work of the Royal Exchange.
- Deputise for other members of the department as required.
- Represent the department as required at relevant internal and external meetings.
- Undertake any additional appropriate activities requested by the Development Director.

DUTIES AND RESPONSIBILITIES OF ALL STAFF MEMBERS

- Be aware of the work of other departments in the achievement of the Royal Exchange Theatre's aims and to take an active part in communicating and co-operating with other staff and departments.
- Work in accordance with the Equality and Diversity policy of the Royal Exchange Theatre and to participate in the achievement of the theatre's Diversity action plan.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety policy.

- Take part in the company's work around Sustainability and reduce environmental impact.
- Be aware of and comply with rules and legislation pertaining to Safeguarding and to abide by the procedures as set out in the Safeguarding policy.
- Abide by other guidelines, procedures and policies provided by the Company.
- Take part in such working groups and committees as might from time to time be required for the fulfilment of departmental or company aims.

PERSON SPECIFICATION

Essential skills and experience

- A track record for raising and sustaining significant income from Trusts and Foundations.
- Experience of working strategically across an organisation to pull together funding applications and reports with minimum supervision.
- An understanding of theatre and the impact it can have on social change
- Strong interpersonal skills to influence and communicate with a range of people within and externally to the organisation.
- Excellent writing skills which reflect the ability to assimilate and communicate complex information clearly and with an attention to detail.
- Excellent financial management skills including competency in Excel and experience developing project budgets.
- An ability to think creatively to be able to respond quickly and appropriately to a changing brief and funding opportunities.
- Experience of prospect research, moves management and stewardship relating to trusts, foundations and grants.
- Experience and ability to work to tight deadlines
- Experience of using a CRM database to closely manage a mixed portfolio of current and potential funders.
- A predisposition towards being pro-active, target driven, tenacious, resilient and a team player.
- Confidence in using own initiative whilst being comfortable with asking for guidance when needed.
- A passion for grants fundraising with a good understanding of other fundraising techniques.
- Ability to work evenings and weekends

Desirable skills and experience

- Knowledge and experience of the fundraising environment in the arts/charities sector with an awareness of current issues affecting the sector
- Experience of raising funds from high net worth individuals
- Experience of managing and delivering high quality events as a cultivation and/or stewardship tool
- Specific experience of using Tessitura as a fundraising database
- An existing network of individuals who either work in or are the trustees of grant giving bodies and/or family foundations
- Awareness of General Data Protection Regulation and relevance to the work of the Development Team

DATE last reviewed August 2018

