



Trusts & Foundations Coordinator

About Sadler's Wells

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

Over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy, all planned to open at the end of 2022.

The Department

The Development department is managed by the Director of Development and consists of seven staff:

- Head of Individual Giving
- Senior Development Officer
- Individual Giving Coordinator
- Members and Patrons Coordinator
- Corporate Partnerships & Events Officer
- Trusts & Foundations Manager

Sadler's Wells Development department currently raises £2 million a year in private support from patrons and major donors, corporate sponsors and trusts and foundations. One third of the department's income is raised through trusts and foundations fundraising: we want to build on this success and have ambitious plans in the years ahead as we work towards the opening of a new theatre in the Queen Elizabeth Olympic Park in Stratford.

Sadler's Wells has been able to build long-lasting and creative partnerships with trusts and foundations to support a broad range of revenue and capital projects.

The Role

The Trusts & Foundations Coordinator provides support and works alongside the Trusts & Foundations Manager to maintain and expand the portfolio of partnerships with trusts and foundations that enable Sadler's Wells to realise its long-term artistic and organisational ambitions.

A key member of the Development team, the Trusts & Foundations Coordinator will be responsible for research, financial reporting and administration, stewardship. The Coordinator will support the Manager's portfolio of trusts and foundations, alongside developing their own portfolio.

The post reports to the Trusts & Foundations Manager.

Key Responsibilities

The principal responsibility of this role is to support the Trusts & Foundations Manager to meet ongoing trusts and foundations income targets.

Research and preparation of applications and reports

- Liaise with all Sadler's Wells departments to gather information in support of funding applications and reports.
- Undertake detailed research into trusts and foundations who have the potential to support us.
- Support the Trusts and Foundation Manager with preparation of funding applications.
- Gather information and feedback on completed projects and prepare reports to funders.
- Develop your own portfolio of trusts and foundations.

Administrative support

- Take responsibility for administration of the complete trusts and foundations portfolio, including thank you letters and reporting timetables.
- Maintain accurate trusts and foundations records and systems on CRM database (Tessitura) ensuring that income, pledges and asks are recorded.
- Monitor and provide reporting on income and expenditure against the trusts and foundations targets and budget.
- Support planning of Development team cultivation events, patrons' nights and other Development Office events as they arise and be available to attend evening events.
- Ensure that all accreditation for trusts and foundations donors in programmes, on donor boards, on the website, around the building and elsewhere are correct and up to date.
- Ensure that trusts and foundations representatives are invited to shows, pre-show cultivation and events as relevant and appropriate.

General

- Strive for current best practice in fundraising especially concerning the use of personal data.
- Undertake other duties as may be reasonably required.

- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion, and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

What we are looking for

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Essential

- Excellent written and oral communication skills, able to articulate a compelling case for support
- Excellent interpersonal and relationship building skills
- Excellent organisational and administrative skills, with the ability to multi-task and prioritise effectively
- Demonstrable IT skills and use of Excel, Word and PowerPoint
- Ability to work under pressure to tight deadlines.
- Excellent organisational and project management skills and attention to detail.
- A team player with an ambitious and enthusiastic attitude.

Desirable

- Interest in and commitment to the performing arts
- Knowledge of dance and/or arts industry
- Experience of using Tessitura or a similar fundraising/CRM data management system.
- Previous experience working with trusts and foundations.

Terms and conditions

Salary £23,500 per annum, based on 35 hours per week, plus an additional paid meal break each day

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers:

- Employee Assistance Programme (EAP) – Free confidential support service.
- Season Ticket Advance – Interest free loan to purchase a home to work travel ticket.
- Cycle to Work Scheme.
- Death in Service Benefit – Equivalent to twice your annual salary.
- Staff discount at Garden Court Café.
- Discounted performance tickets (subject to availability).

Making an application

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

**Please submit the online application form by 11.59pm on Sunday 14 July 2019.
Late applications will not be considered.**

Interviews will take place Thursday 18 July 2019.

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