



Trusts & Foundations Coordinator

About Sadler's Wells

Sadler's Wells is a world-leading arts 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.

Dance has the ability to connect with people both intellectually and emotionally and Sadler's Wells' vision is that dance is part of everyone's life. We want to make sure that dance continues to have something new to say but also that it continues to stimulate the way we think about the world around us.

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 rehearsals 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 Queen Elizabeth Olympic Park, as part of a new Culture and Education District. Sadler's Wells will occupy the Stratford Waterfront site, sitting opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum.

The CED 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 500-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy. A major fundraising campaign is being developed in order to realise both capital and revenue requirements and open the new theatre in 2022.

The Department

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

- Corporate Partnerships Manager
- Corporate Partnerships & Events Officer
- Trusts & Foundations Manager
- Trusts & Foundations Coordinator
- Individual Giving Manager
- Senior Development Officer
- Individual Giving Coordinator
- Development Assistant

Sadler's Wells Development department currently raises £1.5 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 will support and work in collaboration with the Trusts & Foundations Manager in building partnerships and developing new funding relationships that enable Sadler's Wells to realise its long-term artistic and organisational ambitions.

They will undertake research, write high quality proposals and reports, steward key trusts and foundations contacts, ensure that financial reporting and administration for the trusts and foundations team is up to date, and manage their own portfolio of trusts and foundations.

Key Responsibilities

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

- Manage and build a portfolio of trusts and foundations with a focus on grants of under £25,000, but not limited to this level.
- Undertake research into potential trusts and foundations sources, liaising with the Corporate and Individual Giving Managers to ensure relevant information is shared and followed up.
- Liaise with Sadler's Wells departments to gather information in support of applications and reports, and to draft excellent proposals and reports based on this information.
- 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.
- 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.
- Support planning of Development team cultivation events, patrons' nights and other Development Office events as they arise and be available to attend evening events.

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' Equal Opportunities 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.

Person Specification

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.
- Previous experience of fundraising, preferably in an arts environment.
- Excellent interpersonal and relationship building skills with experience and demonstrable skill in a customer-facing role.
- Excellent IT skills; word processing, spreadsheets and presentation packages.
- Ability to work under pressure to tight deadlines.
- Excellent organisational and project management skills and attention to detail.
- Available to work in the evenings on a regular basis.
- Interest in the performing arts.
- Interest in the fundraising profession and the varied motivations of donors.
- A team player with an ambitious and enthusiastic attitude.

Desirable

- Experience of using Tessitura or a similar fundraising/CRM data management system.
- Able to start within a month of the job offer.
- Previous experience working with trusts and foundations.
- Experience of planning and executing events.
- Background in the performing arts and/or knowledge of the dance sector.

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 interest-free season ticket loans

The company offers a Cycle to Work salary sacrifice scheme

The company has a Death in Service insurance policy covering twice the annual salary

The company encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (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 Thursday 15 November 2018. Late applications will not be considered.

Interviews will take place on Monday 19 November 2018.

[About Sadler's Wells](#)

[See what we do](#)

[Apply](#)

November 2018