

CHAPTER

FUNDRAISING ASSISTANT

Job description

Contract:	Permanent, part-time (subject to a 3-month probationary period).
Responsible to:	Head of Fundraising
Responsible for:	No direct reports
Department:	Fundraising
Salary:	£27,248 pro rata (£16,348.80 for 24 hours)
Hours:	24 hours per week (TOIL). Some weekend and evening work will be necessary.
Location:	You'll be based in Chapter, Cardiff but we offer a hybrid model which means that, when possible, you can also work from home.

PURPOSE OF ROLE

The key purpose of the role is to support the Head of Fundraising in all aspects of Chapter's strategic fundraising to achieve annual income targets for the organisation.

You'll work across research and prospecting, cultivation, stewardship, development of proposals, reporting and data management to generate income across trusts and foundations, statutory sources, individuals and business partnerships.

You'll manage our Chapter Friends scheme ensuring that those relationships are nurtured to maximise stakeholder investment in the organisation, our community ethos and programme ambitions.

You'll also be required to set up accurate systems to ensure that records are maintained, and that all work is monitored and evaluated in the most efficient way, and you'll take responsibility for preparing reports for successful awards to agreed schedules.



Rosa-Johan Uddoh: Ye Olde Group Chat, 2023

Image by Simon Ayre

ABOUT CHAPTER

Chapter is an international centre for contemporary arts and culture, rooted in the heart of Cardiff, Wales. Established by artists in 1971 to celebrate experimentation and radical thought, we've been a catalyst for creativity and critical thinking ever since.

We commission and present thought-provoking exhibitions, films, performances and multi-disciplinary events by established and emerging contemporary artists who expand our worldview and challenge the status quo. Embracing multiple and diverse perspectives, risk-taking and experimentation, our programme encourages conversations that cross boundaries and disciplines.

The artists we work with actively engage with the critical questions and issues that shape our present and we foster dialogue between audiences and artists through a public programme that provides opportunities to connect through our histories, the way we live now and how we might imagine new futures.

Artists and audiences are at the heart of everything we do and, alongside our public arts programme in our gallery, theatres and cinemas, we're also creative home to 53 artists' and organisations who are based in our studios, offer spaces for an array of weekly and monthly classes, and operate a busy café bar that's a great place to meet and work. Our role as a community hub is as important to us as our world-class programme.

We believe in equitable access to culture and that art has the power to connect us all in dialogue around diverse experiences and shared aspirations – supporting health and wellbeing and contributing to a more curious and cohesive society.

AREAS OF RESPONSIBILITY AND KEY TASKS

- Support the Head of Fundraising to research and proactively identify funding opportunities including trusts and foundations, corporate sponsorship and individual giving.
- Provide administrative support to the Friends scheme, keeping track of new starters, leavers and benefits. Ensure all communications with members are timely and accurate and reflect the ethos and voice of Chapter.
- Work with all teams to prepare draft applications to trusts and foundations for identified projects including capital.
- Prepare draft reports and monitoring for revenue and project funders within deadlines.
- Support the Head of Fundraising and other teams to deliver fundraising and stakeholder events, receptions and other activities as identified.
- Work with the marketing and communications team to devise appropriate fundraising communications and promotional materials.
- Draft evaluation reports appropriate to any funding.
- Maintain and develop a fundraising database as required.

Equal Opportunities

- Ensure the intentions and requirements of Chapter's Equalities Action Plan, Anti-Racism Action Plan and Code of Conduct are applied.

Miscellaneous

- To be familiar and comply with all relevant health and safety, operational, personnel, customer care, data protection, equal opportunities and financial procedures, in particular ensuring that all statutory obligations are complied with, especially in relation to licensing laws.
- Any other duties as reasonably requested by the Co-Directors or Head of Fundraising.

Special Conditions

- Occasional weekend and evening work and working away from Chapter at other events or meetings.
- This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the organisation, and in keeping with the general profile of the post.

OUR IDEAL CANDIDATE

Our ideal candidate will be a thoughtful and ambitious individual keen to develop a career in fundraising. You'll enjoy working with people and will be looking to increase your experience in the fundraising sector.

You'll be curious and passionate about the arts and committed to supporting collaborative creative programmes that are open and accessible to everyone.

You'll be organised and have excellent communication skills, good attention to detail and the ability to handle sensitive situations with diplomacy. You'll be adaptable and able to work to tight deadlines, remaining calm and focused under pressure. You'll thrive in a team but will also be able to work on your own initiative when required.

Our venue is for everyone, and we welcome applications from everyone. We particularly encourage those from people from a Black, Asian and Minority Ethnic background or who are D/deaf or disabled as they are currently under-represented in our workforce.

PERSON SPECIFICATION

As Fundraising Assistant you'll need to demonstrate the following competencies. We're aware that you may not have all the desired skills and experience, and we'll provide support and training for areas where you may need to grow into the role.

Essential

- Experience of fundraising and an understanding of fundraising best practice.
- Good organisational skills and excellent attention to detail.
- Ability to work to deadlines whilst managing multiple priorities.
- Excellent communication skills.
- Sensitive and dynamic communicator, able to advocate and influence.
- Methodical with a high attention to detail.
- IT literate with experience of using Word, Excel and databases.
- Good numeracy skills.
- Energetic, creative team player with a high level of enthusiasm and the ability to be flexible and responsive.

Desirable

- Ability to communicate in Welsh.
- Understanding of GDPR legislation.
- Experience of monitoring, evaluation and report writing.
- Understanding of how to present budgets clearly.



The Writer's Circle at Experimentica, 2024

Image by Kirsten McTernan

ABOUT THE BENEFITS

Chapter is a flexible and friendly employer, offering hybrid working and flexible hours. Staff benefits include:

- 5.6 weeks of holiday per annum, including bank holidays, pro rata for part-time positions
- A contributory pension scheme to which you will be auto-enrolled (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the company
- 20% off food and drink in the café bar
- Enhanced Maternity and Adoption Pay, after a year's service
- Welsh at Work scheme
- Two free cinema tickets a month
- Discount on cinema and theatre tickets
- Access to an Employee Assist Programme
- Complimentary tea/coffee in our office space
- Complimentary lunch when working in the building
- Support for continuous development
- Eye Care for DSE
- Secure bike racks
- Staff parking
- Staff socials