

NEWHAMPTON ARTS CENTRE

# CAPITAL CAMPAIGN MANAGER

**FEBRUARY 2025**

NAC, Dunkley Street,  
Wolverhampton  
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## About NAC

We are Wolverhampton's arts centre: a thriving hub of creative activity for more than 25 years. Whether you want to hear outstanding live musicians in an intimate setting; attend a class to sing, get fitter or learn a new language; hire a meeting room or rent a workspace and join our creative community. We are the city's creative place.

More information is contained in the background documents accompanying this Job Description.



## Purpose of the Job

As our Capital Campaign Manager, you'll drive our campaign to secure the next 30 years of creativity onsite for the city of Wolverhampton.

You will build on the considerable progress made so far in our capital campaign and develop it into a public appeal with a clear and compelling rationale for investment. The role will also involve building the relationships that are vital to ensuring this campaign has broad support at local and regional level, and taking the lead on funding submissions that ultimately will secure the resources necessary to achieve the capital development.



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

## **Key Responsibilities**

- Lead the strategic development and operational delivery of our capital fundraising campaign using the Achates Fundraising Feasibility Plan as a starting point and guide.
- Network in key local, regional and national fora to discover and develop opportunities to progress the capital campaign.
- Approach individuals and organisations who could assist in the progress of the fundraising campaign.
- Recruit public advocates who can add weight to the campaign at local, regional and national level.
- Strengthen and develop the work of the board in leading the campaign including the strengthening of the board membership.
- Write funding bids and written submissions formal and informal to a variety of potential supporters and funders as required to successfully deliver the campaign.



## **Key Relationships**

- **Chair and CEO** – to be the leadership team for the capital campaign on a day-to-day basis.
- **NAC board** – to ensure that the board are leading the campaign overall and maximising their broader range of networks and specialisms to support particular aspects of it.
- **APEC Architects** – to fully understand and develop the cost bases and timescales of funding bids and to ensure plans are deliverable.
- **NAC Marketing Team** – to develop the capital campaign as a key public initiative in NAC's work over the next few years and opportunities for the wider public to support and participate in it.

## **Essential Experience Desirable Experience**

- Track record of at least five years of successful fundraising experience in a broad range of funding areas including-meeting keyfunding milestones.
- Developing, implementing and evaluating a fundraising strategy
- Developing relationships with internal and external stakeholders from a wide variety of backgrounds

## **Desirable Experience**

- Successful fundraising experience on a capital campaign
- Working within the arts sector
- Working with a Development Committee
- Acting as the public face of a major fundraising campaign
- Essential Skills and Knowledge
- Effective researcher of potential sources of funding
- Very strong presentation and written skills



## **Abilities and Personal Qualities**

- Well organised, with the ability to work on multiple projects concurrently, meet deadlines and plan and prioritise workload.
- Ability to work supportively and collaboratively within a team, as well as independently using own initiative.
- Confidence and ability to make direct solicitations to potential supports
- A creative thinker with a positive, flexible and solutions-focused approach.
- Committed to achieving high standards with the resources available.
- Outstanding interpersonal communication skills



## **Diversity, Equality and Inclusion.**

- Diversity is important to us at every level, from artists on our stages to staff. By including everyone, we are able to draw on a wider pool of unique experience and expertise to shape and enrich our work.
- All are welcome onsite and we have a statement of these values on our website [HERE](#)

We are an active member of More Than A Moment in the West Midlands.

## **PRACTICAL DETAILS**

**Salary:** £45,000 (pro-rata)

**Hours:** 22.5 per week

**Location:** Hybrid working

**Holidays:** 33 days per annum pro rata, including time to be taken over the Christmas holiday period when the site is shut.

**Reports to:** Chair of the Board of Trustees

**Probation period:** Three months

**Pension:** An optional stakeholder pension scheme is available. Employee contribution of 3% is matched by 5% from the employer.



## **APPLICATION PROCESS:**

Please submit a completed application form to [admin@newhamptonarts.co.uk](mailto:admin@newhamptonarts.co.uk) by the Closing Date

The form is available to download [HERE](#)

If you would like to submit in an alternative format please email us on the above before the closing date or phone **01902 572090**

Closing Date: **Monday 10 March 2025 - 12 noon.**

Interview to be held week of **24 March 2025**

For an informal conversation about this role please email the **CEO Trevelyan Wright** on [trevelyan@newhamptonarts.co.uk](mailto:trevelyan@newhamptonarts.co.uk) or call **01902 572090**

*Other resources:*

*Contextual and background paper to the capital campaign (available to download) [HERE](#)*

*Other documents will be made available to shortlisted candidates.*