

SHAKESPEARE BIRTHPLACE TRUST

JOB DESCRIPTION

Job Title: Development Officer

Reporting To: Head of Grants & Trusts

Job Purpose:

This post sits in the Development department, which is responsible for securing income to sustain and grow Shakespeare Birthplace Trust's work. You'll be working in a small, fast paced team that needs to be flexible to opportunities as they arise.

This role will primarily support the Grants & Trusts income stream, undertaking prospect research, coordinating fundraising plans, application submissions and external reporting for a variety of projects across Shakespeare Birthplace Trust. You will also actively support the work of the senior Development staff across a variety of income streams, such as individual major donors and corporates.

Knowledge, Skills, and Experience

- Strong verbal and written communication skills
- Strong organisational skills and attention to detail
- Strong IT skills, including regular use of excel and CRM databases, or a willingness to be trained on our CRM system
- Experience of desktop research, and collating and presenting information in a clear format
- Experience of working in either a fundraising, account management or business development role
- Experience of report writing or bid writing
- Ability to manage conflicting priorities
- A team player with a positive and flexible attitude and to work collaboratively with colleagues across departments
- Highly motivated with the ability to work independently and use initiative
- Be able to demonstrate an understanding of the wider work of Shakespeare Birthplace Trust
- Knowledge of the UK's funding environment, grant-making trusts and foundations, their funding criteria and how they operate or a willingness to learn
- A passion for Shakespeare, heritage, and learning.

Key Responsibilities

- Through regular horizon scanning and desktop research, proactively identify opportunities and suitable grants and trusts that could support Shakespeare Birthplace Trust in a significant way, disseminating information in a concise and timely manner to colleagues.
- Support the Head of Grants & Trusts with fundraising feasibility for strategic projects and developing fundraising plans.
- Support senior colleagues with planning and identifying opportunities for relationship building and external profile raising with Grants & Trusts prospects at a variety of events and activities.

- Coordinate the timely submission of funding proposals to a variety of funders that could support a wide range of Shakespeare Birthplace Trust's projects and work.
- Work across the organisation to obtain the necessary information for funding bids to make sure deadlines are met.
- Support the team in responding quickly and efficiently to reactive funding opportunities, designing bespoke proposals where required.
- Coordinate across the organisation high quality and impactful progress reporting and claim submissions to grant providers, including Arts Council England, ensuring excellent funder relationships are maintained and grant payments are drawn down in a timely manner, complying with funders' T&Cs. This includes timely updates, maintaining ongoing communication tailored to funder preferences and seeking opportunity.
- To work closely with the Director of Development and Head of Grants & Trusts on income tracking and internal reporting.
- Act as first point of contact for all enquiries to the Development Office (postal, email and phone), responding to as many as possible and passing others on as appropriate.
- Regularly use the CRM database, *Salesforce*, to track relationships, record prospects, approaches, and proposals, and keep accurate records of communications.
- Support the team to refine internal processes through ongoing review and consultation with colleagues.
- Be an active member of the Development Department, helping to deliver cultivation and stewardship events.
- Ensure all activity is in line with Shakespeare Birthplace Trust policies and guidelines, and with legal requirements and sector best practice.
- Maintain excellent and accurate records on the Shakespeare Birthplace Trust.
- To undertake other reasonable duties as directed by the Head of Grants & Trusts and Director of Development as work develops and opportunities emerge.
- Participate in the provision of the safe working environment, adhering to the Company's Health and Safety policies always.

Values

You will display the Trust's values during your time at work, your interactions and communications, as follows:

- **Outward-facing** - Embracing and promoting engagement, openness, inclusivity and diversity
- **Ambitious** - Exuding ambition, action and forward thinking
- **Innovative** - Celebrating and exploring ideas, imagination, dialogue, adventure and achievement
- **Collaborative** - Working effectively together to ensure Shakespeare's legacy, relevance and impact
- **Excellent** - Pursuing excellence in all we do
- **Responsible** - We act responsibly, in the best interests of the Trust, embracing ownership and accountability

Job Description Agreement

The Shakespeare Birthplace Trust retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the Trust.

This job description was prepared in July 2024 and may be amended in light of changing circumstances following discussion with the post holder.