

Job Description

Job Title:	Trusts and Foundations Officer	Department:	Development
Responsible To:	Director of Development	Salary:	£34,000
Location:	Pitlochry Festival Theatre, with opportunity to discuss hybrid or home working	Position Type:	Permanent
Working Hours:	35 hours a week, Monday to Friday		
Key Relationships	Executive team, Board of Trustees, Senior Management team, donors and members.		
Context	<p>Pitlochry Festival Theatre has been providing a unique cultural experience for over 70 years, appealing to national and international audiences and visitors.</p> <p>We are Scotland's leading producer of musical theatre, a champion of ensemble practice and the country's only rurally located, major arts organisation.</p> <p>Our home is a glorious eleven-acre campus that includes the Explorers Garden.</p> <p>More than a place to come and see a show, we offer great theatre and art for all in an inspiring, creative atmosphere.</p> <p>Pitlochry Festival Theatre's campus now comprises a 538 seat Main Auditorium, a 172 seat Studio theatre as well as our Amphitheatre and Bandstand located in the theatre grounds.</p>		
Purpose and Key Accountabilities	To contribute to the fundraising target of Pitlochry Festival Theatre by securing and growing income from charitable Trusts and Foundations. Taking personal responsibility for contributing to meeting and raising the annual financial target by identifying, cultivating, and soliciting gifts and grants to support both revenue and capital activity.		



About us

Our purpose and our values

Our Purpose

We improve lives by sharing Pitlochry with the world and the world with Pitlochry.

Our Vision

Pitlochry Festival Theatre is recognised as the nation's most impactful producing theatre, at home and beyond.

Our Mission

We will create life-changing experiences for as many people as possible in our many communities, through our theatre and our environments.

Our Values

Creative – We inspire and innovate in all our work.

Respectful – We value everyone and treat all with dignity.

Empowering – We enable and encourage others to reach their full potential.

Collaborative – We work together and support each other.

Our Guiding Principles

Place – Pitlochry is our home. We will continue to be inspired by Pitlochry and to celebrate our home through our work here and everywhere that we work in partnership, by sharing what we do 'Inside, Outside and Online'.

People – We nurture our own staff, the creative talent we bring to our stages, our partners, our supporters, and our audiences. We will continue to gather people together through our work and by serving global, human concerns.

Production – We perform at our best when we create theatre and deliver cultural activities related to theatre. We will continue to explore and extend how and where we share theatrical experiences of all kinds, for the benefit of all our communities.

Person Specification

Personal behaviours and style

We are looking for people who share our core values and can demonstrate their commitment to:

- Commitment to Excellence
- Teamwork
- Creativity
- Inspirational sense of belonging
- A nurturing environment

The successful candidate will need to be able to demonstrate the following skills, experience and attributes in both the written application and the interview process:



Pitlochry Festival Theatre | +44 (0)1796 484626
Registered Office: Port-Na-Craig, Pitlochry **PH16 5DR**
Company Limited by Guarantee: Registered in Scotland **SC029243**
Regulated by the Scottish Charity Regulator (OSCR) **SC013055**

Key Tasks:

To maximise funds raised from charitable trusts and foundations	Lead on the development of the short-term and long-term strategies for generating income from trusts and foundations in line with an annual agreed target.
	Delivering own financial targets as well as contributing to the wider development team's revenue and capital income targets.
	Manage relationships with existing trusts and foundations, ensuring excellent stewardship, and all required reporting is delivered in line with the funder's requirements.
Pipeline Development	Proactively research viable trusts and foundations, understanding funder's needs and criteria and how our business case, projects and performances meet these needs.
	Identify projects and priorities for funding through talking with operational colleagues, to develop compelling projects with accurate budgets, and develop a suite of template proposals for funders.
	Researching new and exceptional funding sources including one-off grants as required.
Collaboration and team working	Maintain effective relationships with Pitlochry Festival Theatre team in order to easily obtain project information, identify projects for funding, write detailed applications and support funding requirements, making recommendations to improve collation of information when needed.
	Development of the Plan: <ol style="list-style-type: none"> i. Develop and maintain a trust and foundation workplan with a timeline of agreed activities that is regularly reviewed with the Development Director ii. Regularly report to internal stakeholders on key issues and risks within the market iii. Reporting as required on performance and pipeline iv. Keep accurate and regular records of all relationship communications and activities on the database
Compliance	Comply with the Fundraising Codes of Practice
	Adhere to data protection guidelines
Environmental	To support the Executive Director, as Chief Executive of the organisation, and the nominated Green Champion in meeting organisational aims and ambitions for its environmental impacts.
Health and Safety	To support the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974.
	Attend training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.



Other	To champion and promote organisational values and behaviours and act as an ambassador for the Theatre.
	To always act in the best interests of the Theatre and in line with all company policies.
	Any other duties or projects required by the Executive Team or Trustees to ensure the general smooth and efficient operation of the buildings and organisation.
	Assist the Department with work experience placements, offering work shadow opportunities, training and mentoring as required.
	Actively promote staff welfare, development and training opportunities throughout the Theatre.

Cont. overleaf



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Requirements	Essential	Desirable	Assessment Method
Qualifications and Knowledge	Proven success in achieving financial targets		Application / Interview
	Previous trusts fundraising experience	Achieved multi-year commitments from funders	Application / Interview
	Experience of preparing fundraising budgets	Experience of developing Trusts and Foundations strategies	Application / Interview
	Experience in prospect research, identifying funding opportunities and interpreting information		Application / Interview
	Experience of writing tailored and compelling applications		Application / Interview
	Experience of building effective relationships		Application / Interview
	Knowledge of data protection and the Fundraising Codes of Practice		Application / Interview
	Educated to degree level or equivalent practical experience		Application / Interview
	Secured 5-figure fundraising income		Application / Interview
	Skills and Abilities	Proven track record of meeting agreed targets	
Outstanding written and spoken communication skills			Application / Interview
Ability to work collaboratively across the organisation			Application / Interview
Ability to communicate effectively with a variety of stakeholders			Application / Interview
Proven ability to demonstrate initiative			Application / Interview
Ability to think creatively and strategically			Application / Interview
Excellent attention to detail			Application / Interview
Ability to prioritise own workload			Application / Interview
Proficient user of CRM systems and Microsoft Office.			Application / Interview



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Personal qualities	An affinity for the purpose and work of the Theatre and a passion to play a key role in shaping and achieving the Theatre's success	An understanding of the Theatre's role within its wider communities	Application / Interview
	Someone who is excited by the challenge of expanding a fundraising function in a successful institution	Passion for the arts	Application / Interview

HOW TO APPLY:

Closing date is Friday 1st November.

To apply for the role of Trust and Foundations Officer:

Please submit your CV **and** a cover letter explaining why you would like the role, and how your experience matches each of the essential and desirable requirements specified above.



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